

DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 5 SYSTEM SUPPORT
CHAPTERS 1, 2 and 3

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CHAPTER 1 ADRS FILE

5.1.1 CHAPTER OVERVIEW

5.1.1.1 PURPOSE OF THE ADRS

The purpose of the ADRS subsystem is to provide address and locally assigned attribute data for Commercial and Government Entities (CAGE), Department of Defense Address Code Activity (DoDAAC), and entities for which no CAGE or DoDAAC has been assigned.

5.1.1.1.1 DAILY PROCESSING

- a. Receive, validate and process additions, deletions and changes to the ADRS.
- b. Data transmissions from DLSC and DAASO are validated and invalid data is rejected and reject listing are prepared. All local online input is validated online, therefore, no reject listing will be prepared for local online input.
- c. All local add transactions for CAGE Codes are updated to the data base in real time. DoDAAC records and all changes for CAGE and DoDAAC transactions will be processed in real time. Delete transactions for the CAGE-CD will continue to recycle until there are no existing contracts on the data base.
- d. Listings are prepared for all new, deleted, and changed ADRS items.

5.1.2 ADRS INPUT REQUIREMENTS

5.1.2.1 SOURCES OF INPUT

5.1.2.1.1 DATA TRANSMISSIONS

a. CAGE transactions for non-Government Activities are transmitted via AUTODIN from Defense Logistics Services Center (DLSC). DoDAAC transmissions for Government Activities are received from Defense Activity Address Systems Office (DAASO).

b. Central Contractor Registration Updates:

Central Contractor Registration Data is encrypted by DLIS (formerly DLSC) and transmitted to DMC. DMC decrypts the data and transfers it to the mainframe so it can be uploaded into MOCAS during the nightly batch cycle via the UNPA061 File. Two separate sequences of data from CCR are sent each time a change is made to either EFT information (Sequence 1) or Remit-to-address information (Sequence 2). EFT data contained in the CCR data base includes the Taxpayer Identification Number (TIN), Corporate Status Code (CSC), American Bankers Association Number (ABA), Account Type, Account Number, and Lockbox Number. The lockbox is a comment field and will not be processed during the MOCAS input process. Remit to address data is validated and input into the ADRR database file during the input process. All CCR data can be inserted, updated, or deleted by the CCR updates process.

5.1.2.1.2 LOCAL ONLINE INPUT

a. Local ADRS input is extracted from the hard copy of the contract/modification or from a Contract Notice of Assignment. To determine the additional attribute data needed for ADRS processing, input by the comptroller and quality assurance organizational elements are required. Attribute data is required for prime and support contracts.

b. Address data will be input online locally using the local input forms described in paragraph 5.1.2.2 and in the following instances:

(1) DoDAAC Address Data or DoDAAC Attribute Data fail to validate because of invalid data.

(2) Hard copy contract of the new contractor is received.

(3) Modification is received which changes the address/novation agreement.

(4) DLSC refuses to assign a code when the contractor's address will be for support administration.

(5) Adding attribute data that was not provided by DLSC and DAASO.

5.1.2.1.3 LOCAL INPUT FORMS

a. CONTRACTORS ATTRIBUTE DATA TRANSCRIPT SHEET - DLA FORM 1078a

This is the standard means for submitting the additional attribute data for each contractor and is required for processing in the MOCAS System. Attribute data must be input on support contracts as well as prime. The Finance Office will monitor all input on this form for the entire district. This form will be prepared and submitted as necessary when a new non-Government Activity is posted to the master record, when data is to be changed that is already posted, and when data previously posted is to be deleted.

b. ADRS INPUT PROCEDURES

c. UNKM01 - ADDRESS MASTER DATA MENU

(1) GENERAL - This menu screen allows the user to select one of the input screens used in the ADRS. This menu is the only means of access to the ADRS for local input of CAGE/DoDAAC Address, Attribute, and Transportation Data. In order to access any input screen, the FUNC-CD, TRANSACTION-CD, and CAGE/DoDAAC fields must contain entries. After the required entries have been made, the user should depress ENTER to access the desired screen. Validation of all entries made will be performed and when an invalid condition is encountered the error message associated with the error is displayed in the message field at the bottom of the screen. The cursor will be positioned in the field at which the error occurred.

(2) SCREEN FORMAT - Figure 5-1 is a sample format of UNKM01

```
*****
UNKM01                ADDRESS MASTER DATA MENU
CBUD:  #####

FUNCTION                                FUNC-CD

CAGE NAME ADDRESS AND PRIME ATTRIBUTES.....1
CAGE MASS CHANGES.....2
CAGE QUALITY ASSURANCE ATTRIBUTES.....3
CAGE TRANSPORTATION DATA.....4
CAGE INQUIRY.....5
DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES...6
DoD ACTIVITY DAR APPENDIX N ATTRIBUTES.....7
DoD ACTIVITY TRANSPORTATION DATA.....8
DoD ACTIVITY INQUIRY.....9
CANCEL OF PENDING CAGE DELETE.....10
ELECTRONIC FUND TRANSFER.....11
TERMINATE THIS APPLICATION.....PA2

FUNC-CD:# CAGE/DoDAAC:##### TRANSACTION-CD:# (A=ADD,C=CHANGE,D=DELETE)

#####
#####

*****
```

FIGURE 5-1

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (21A/N) - This field is used to obtain a definition of any field any field which appears on this screen with the exception of the CBUD field itself. This field will hold a maximum of 21 characters. In order to access the CBUD function, the user must depress PF5 then enter the data element name as it appears on the screen and depress ENTER.
FUNC-CD	FUNCTION (1N) - Enter the number for the desired function shown on this screen. The entry made must be numerics 1 through 9.
TRANSACTION-CD	TRANSACTION CODE (1A) - If the FUNC-CD entered was 1, 2, 3, 4, 6, 7, or 8 this field must contain an entry. The only entries permitted are A-ADD, C-CHANGE, D-DELETE.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE/DoDAAC	CAGE/DoDAAC (6 A/N) - Enter the CAGE Code or DoDAAC of the contractor or Government Office.
FUNC-CD	FUNCTION CODE (2N) - Enter number of the desired function shown on the screen; must be 1 through 11.
CAGE-DODAAC	CONTRACTOR AND GOVERNMENT ENTITY CODE/DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (6A/N) - ENTER.
TRANSACTION-CD	TRANSACTION CODE (1A) - Must be entered for Function 1, 2, 3, 4, 6, 7, 8, 10, or 11. If entered, must be A, C, or D.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD		X
FUNC-CD		X
CAGE/DoDAAC		X
TRANSACTION-CD		X

d. UNKM02 - ADD CAGE, NAME, ADDRESS, and PRIME ATTRIBUTES

(1) GENERAL - This screen is used to add CAGE Name, Address, and Attributes Data to the ADRS and is generated when FUNC-CD 1 and TRANSACTION-CD A are selected on UNKM01. The user should enter the required data in the appropriate fields and depress ENTER. Validation of all entries made will be performed and when an invalid condition is encountered the error message associated with the error is displayed in the message field at the bottom of the screen. The cursor will be positioned in the field at which the error occurred.

(2) SCREEN FORMAT - Figure 5-2 is a sample format of UNKM02.

```

*****
UNKM02          ADD CAGE, NAME, ADDRESS AND PRIME ATTRIBUTES
CBUD:  #####

          CAGE:  #####          CAO ORG CD:  ##

          CONTRACTOR/PAYEE NAME:  #####
          ADDRESS LINE 2:  #####
          ADDRESS LINE 3:  #####
          ADDRESS LINE 4:  #####
CITY:  ##### STATE/COUNTRY:  ### ZIP:  #####

          ACO CD:  ### INDUSTRIAL SPEC CD:  ### CONTRACT MGMT ASST CD:

          TYP BUSINESS CD:  #          PROPERTY ADM CD:  ##          COURIER PICKUP:

          TIN:  ##### CORP-STAT-CD:  #

#####
*****

```

FIGURE 5-2

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (21A/N) - This field is used to obtain a definition of any field which appears on this screen with the exception of the CBUD field itself. This field will hold a maximum of 21 characters. In order to access the CBUD function, the user must depress PF5, then enter the data element name as it appears on the screen and depress ENTER.
CAGE	COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. After entry all other data fields and depressing ENTER the cursor will return to this field. An additional CAGE Code and data may be entered or depress PA2 to return to Screen UNKM01.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAO ORG CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - (2A/N) - This field must be entered and must contain a two position alphanumeric code which is listed on TB0040.
CONTRACTOR/PAYEE NAME	CONTRACTOR OR PAYEE NAME (28A/N) - This field must be entered. The data entered should represent the name of the contractor or the contractors payee. This field may not exceed 28 alphanumeric characters.
ADDRESS LINE 2, 3, AND 4	ADDRESS LINES 2, 3, AND 4 (28A/N) - This field consists of three lines. Entry is required on address line 2, lines 3 and 4 are optional. Each line will permit entry of no more than 28 characters. These address lines may not contain the city, state or ZIP Code.
CITY	CITY (12A) - This field must be entered and should contain the city name for the address entered on ADDRESS LINES 2, 3, and 4. The city name should not exceed 12 alphabetic characters.
STATE/COUNTRY	STATE OR COUNTRY (3A) - This field must be entered. The only entries permitted are the two position alphabetic state code or the three position alphabetic foreign country code. Two character Country Codes must start with a # sign. Entries must match an entry on TB0221.
ZIP	ZIP CODE (5N, 6A/N or 9N) - This field must be entered and must contain a five or nine position numeric U.S. ZIP Code or a seven position alphanumeric Canadian ZIP Code. A ZIP Code is not required if a three character (#GB) foreign country code was entered.
ACO CD	ADMINISTRATIVE CONTRACTING OFFICER CODE (3A/N) - This field should contain the actual two position code of the person having administrative responsibility of the CAGE-CD displayed. The code entered must match an existing code on TB0044. The system will fill the first position with a blank.
INDUSTRIAL SPEC CD	INDUSTRIAL SPECIALIST CODE (3A/N) - This field contain the two position code of the person having surveillance responsibility over the CAGE-CD displayed. The code entered must match an entry on TB0048. The system will fill the first position with a blank. If this field is entered, the CMA-CD (below) must be left blank.
CONTRACT MGMT ASST CD	CONTRACT MANAGEMENT ASSISTANT CODE (3A/N) - This field should contain the two position code of the person having surveillance responsibility over the CAGE-CD displayed.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
TYP BUSINESS CD	TYPE BUSINESS CODE (1A) - This field is used to identify the type of business category in which the contractor is engaged. If entered, the code must be an A, B , C , D , F , L , M , U , V , or Z .
PROPERTY ADM CD	PROPERTY ADMINISTRATOR CODE (2A/N) - Enter the code of the person that is responsible for property administration of contracts for the CAGE Code displayed, if applicable.
COURIER PICKUP	COURIER PICKUP (1A) - This field is used to denote the involvement of courier pickup of contractor payments. If a courier is involved in this action, enter a Y or leave blank.
TIN	TAXPAYER IDENTIFICATION NUMBER (9N) - This field should contain the nine position TIN which is a Social Security Number issued by the Social Security Administration or an Employer Identification Number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
CORP STAT CD	CORPORATE STATUS CODE (1A) - This field should contain a one position code that designates the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.

d. DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
CAGE	X	X	
CAO ORG CD			X
CONTRACTOR/PAYEE			X
ADDRESS LINES 2,3,4			X
CITY			X
STATE/COUNTRY			X
ZIP			X
ACO CD			X
INDUSTRIAL			X
CONTRACT MGMT ASST CD			X

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
TYP BUSINESS CD			X
PROERTY ADMIN CD			X
COURIER PICKUP			X
TIN			X
CORP STAT CD			X

e. UNKM03 - CHANGE CAGE, NAME, ADDRESS OR PRIME ATTRIBUTE

(1) GENERAL - This screen is used to change existing Name, Address and Attribute Data. This screen is generated when FUNC-CD 1, TRANSACTION-CD C, and a valid CAGE Code are entered on the ADDRESS MASTER DATA MENU, UNKM01. All currently existing data on the ADRS for the CAGE Code entered will appear on this screen. To change any currently existing data, move the cursor to the field and overlay the current data. After all changes have been made, the user should depress ENTER to validate any changes made. Depressing ENTER a second time will update the data to the data base. Any errors made will be highlighted with the applicable error message displayed at the bottom of this screen.

(2) SCREEN FORMAT - Figure 5-3 is a sample format of UNKM03.

```
*****
UNKM03          CHANGE CAGE, NAME, ADDRESS OR PRIME ATTRIBUTE
CBUD: #####

                CAGE: #####                CAO ORG CD: ##

TYPE ADDRESS CD: #  CONTRACTOR/PAYEE NAME: #####
                  ADDRESS LINE 2: #####
                  ADDRESS LINE 3: #####
                  ADDRESS LINE 4: #####
CITY: #####        STATE/COUNTRY: ###      ZIP: #####

ACO CD:### INDUSTRIAL SPEC CD:### CONTRACT MGMT ASST CD:###
TYP BUSINESS CD:#  PROPERTY ADM CD:##      COURIER PICKUP:#
TIN:##### CORP-STAT-CD:#

REPLACEMENT CAGE: #####
```

#####

FIGURE 5-3

(3) INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. After entry of all other data fields and depressing ENTER twice, the cursor will return to this field. An additional CAGE Code and data may be entered or depress PA2 to return to Screen UNKM01.
CAO ORG CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - This field is system generated and protected. This field will match a code on TB0040.
TYP ADDRESS CD	TYPE ADDRESS CODE (1A) - This field is system generated and protected. C = The following fields are blank. ACO-CD, IS-CD, CMA-CD, PS-CD. M = The following fields are not blank. ACO-CD, IS-CD, CMA-CD, PS-CD.
CONTRACTOR/PAYEE NAME	CONTRACTOR OR PAYEE NAME (28A/N) - This field is system displayed and protected. It contains the name and address of the contractor or the contractors payee.
ADDRESS LINE 2, 3, 4	ADDRESS LINES 2, 3, and 4 (28A/N) - This field consists of three lines, all of which are system displayed and protected. These lines will not contain the city, state, or ZIP Code.
CITY	CITY (12A) - This field will contain the city name for the address on ADDRESS LINES 2, 3, and 4. It is system displayed and protected.
STATE/COUNTRY	STATE OR COUNTRY (3A) - This field is system displayed and protected. It will contain the two position alphabetic state code or the three position foreign country code.
ZIP	ZIP CODE (5N, 7A/N, or 9N) - This field is system displayed and protected and will contain a five or nine position numeric U.S. ZIP Code or a seven position alphanumeric Canadian ZIP Code.
ACO CD	ADMINISTRATIVE CONTRACTING OFFICER CODE (3A/N) - This field is system displayed and protected and will contain the two position code of the person having administrative responsibility of the CAGE Code displayed.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
INDUSTRIAL SPEC CD	INDUSTRIAL SPECIALIST CODE (3A/N) - This field is system displayed and protected and will contain the two position code of the individual having surveillance responsibility over the CAGE Code displayed.
CONTRACT MGMT ASST CD	CONTRACT MANAGEMENT ASSISTANT CODE (3A/N) - This field is system displayed and protected and will contain the two position code of the individual having surveillance responsibility over the CAGE Code displayed.
TYP BUSINESS CD	TYPE BUSINESS CODE (1A) - If entered, this field is used to identify the type of business category in which the contractor is engaged. If a code is entered, the code entered must be an A, B, C, D, F, L, M, U, V, or Z.
PROPERTY ADM CD	PROPERTY ADMINISTRATOR CODE (3A/N) - This field is system displayed and protected and will contain the code identifying the person responsible for property administration of the contracts for the CAGE Code displayed.
COURIER PICKUP	COURIER PICKUP (1A) - This field is used to denote the existence of a courier which is used for contractor payment. If entered, this field must be Y or blank.
TIN	TAXPAYER IDENTIFICATION NUMBER (9N) - This field should contain the nine position TIN which is a Social Security Number issued by the Social Security Administration or an Employer Identification Number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
CORP STAT CD	CORPORATE STATUS CODE (1A) - This field should contain a one position code that designates the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.
REPLACEMENT CAGE	REPLACEMENT CAGE (6A/N) - System generated CAGE Code transmitted by DLSC to replace an existing CAGE, or, enter an existing CAGE that will replace the current CAGE.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
CAGE	X	X	
CAO ORG CD	X	X	
CONTRACTOR/PAYEE	X	X	
ADDRESS LINES 2,3,4	X	X	
CITY	X	X	
STATE/COUNTRY	X	X	
ZIP	X	X	
ACO CD	X	X	
INDUSTRIAL SPEC CD	X	X	
CONTRACT MGMT ASST CD	X	X	
TYP BUSINESS CD	X		X
PROPERTY ADMIN CD	X	X	
COURIER PICKUP	X		X
TIN	X		X
CORP STAT CD	X		X

f. DELETE CAGE

(1) GENERAL - This screen is used to delete an entire record on the ADRS for a specific CAGE-CD and is generated when FUNC-CD 1, TRANSACTION-CD D, and a valid CAGE-CD are selected on UNKM01. All existing address information will be displayed to the user. If this record is to be deleted, the user should depress ENTER. If there are records remaining for this contractor on the data base the system will schedule the deletion of this CAGE Code. When contracts no longer are on the data base, the CAGE Code will be deleted. If contracts remain, a message to depress PF3 to view remaining contracts will be displayed. Depressing PF3 will generate Screen UNKM19. UNKM19 displays all remaining contracts for that CAGE.

(2) SCREEN FORMAT - Figure 5-4 is a sample format of UNKM04.

```
*****
UNKM04                                DELETE CAGE
CBUD: #####

                CAGE: #####          CAO ORG CD: ##

TYPE ADDRESS CD: #  CONTRACTOR/PAYEE NAME: #####
                  ADDRESS LINE 2: #####
                  ADDRESS LINE 3: #####
                  ADDRESS LINE 4: #####
CITY: #####        STATE/COUNTRY: ###  ZIP: #####
```

```
#####
#####
```

FIGURE 5-4

(3) INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. Depress ENTER to mark the data for deletion, PF3 to view remaining contracts, or depress PA2 to return to Screen UNKM01.
TYP ADDRESS CD	TYPE ADDRESS CODE (1A) - This field is system generated and protected. C = The following fields are blank. ACO-CD, IS-CD, CMA-CD, PS-CD. M = The following fields are not blank. ACO-CD, IS-CD, CMA-CD, PS-CD.
CAO ORG CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - This code represents the Contract Administration Office which has administrative responsibility of the contracts for this contractor. This field is protected from entry.
CONTRACTOR/PAYEE NAME	CONTRACTOR OR PAYEE NAME (28A/N) - This field will contain the contractor or payee name for the CAGE Code displayed. This field is protected from entry.
ADDRESS LINE 2, 3, AND 4	ADDRESS LINE 2, 3, AND 4 (28A/N) - These fields will contain the address of the location of the contractors payee. These fields will not include the city, state, or ZIP Code. These fields are protected from entry.
CITY	CITY (12A) - This field will contain the city name for the contractor location or the payee location. This field is protected from entry.
STATE/COUNTRY	STATE OR COUNTRY CODE (3A) - This field will contain the state or foreign country code for the address displayed. This field is protected from entry.
ZIP	ZIP CODE (5N, 6A/N or 9N) - This field will contain the five or nine position U.S. ZIP Code or the six position Canadian ZIP Code for the address displayed. This field is protected from entry.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
CAGE	X	X	*X
CAO ORG CD	X	X	
CONTRACTOR/PAYEE	X	X	
ADDRESS LINES 2,3,4	X	X	
CITY	X	X	
STATE/COUNTRY	X	X	
ZIP	X	X	

*Cursor return to this field after validation, another CAGE may be entered for deletion or depress PA2 to return to UNKM01. Field is protected until data from the first entry is validated.

g. LIST OF CONTRACTS FOR CONTRACTOR

(1) GENERAL - This screen is used to inform the user of records remaining for a contractor on the data base. It is called from UNKM04 by depressing PF3 and will display all existing contracts in sections 5 to 9 according to the CAGE Code entered on UNKM04.

(2) SCREEN FORMAT - Figure 5-5 is a sample format of UNKM19.

```

*****
UNKM19                LIST OF CONTRACTS FOR CONTRACTORS
CBUD: #####

        CAGE: #####
CONTRACTOR NAME: #####

        CAR-SEC    CONTR    FNL-DEL    INDUS
PIIN-SPIIN        CAO-CD    NO        CL-DT    SHED-DT    ACO    SP-CD
#####          #####    ##        #####    #####    ##    ##
#####          #####    ##        #####    #####    ##    ##
#####          #####    ##        #####    #####    ##    ##

```

```

#####
#####

```

FIGURE 5-5

(3) INPUT INSTRUCTIONS - ENTRIES required are as follows:

There are no entries on this screen, all fields are system generated and protected. If more than 12 lines of data are available, the word MORE will appear in the lower left-hand corner of the screen. Continue to depress PF3 to view or depress ENTER to return to Screen UNKM04.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
CAGE	X	X	
NAME	X	X	
PIIN/SPIIN	X	X	
CAO CD	X	X	
CAR SEC NO	X	X	

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CONTR CL DT	X	X	
FNL DEL SHED DT	X	X	
ACO	X	X	
INDUS SP CD	X	X	

h. CAGE MASS CHANGES

(1) GENERAL - This screen is used to process mass changes against a specific CAGE Code. Changing any field on this screen will apply that change to all contracts with the referenced CAGE Code. All currently existing data for the CAGE Code entered on Screen UNKM01 will be generated. Move the cursor to the desired field and overtype the field with the correction, then depress ENTER to validate the data. Depress ENTER again to update the data base. Since this screen consists of mass changes, all data will be batch processed overnight.

(2) SCREEN FORMAT - Figure 5-6 is a sample format of UNKM20.

```
*****
UNKM20                      CAGE MASS CHANGES
CBUD: #####

                CAGE: #####                CAO ORG CD: ##

TYP ADDRESS CD: #   CONTRACTOR/PAYEE NAME: #####
                  ADDRESS LINE 2: #####
                  ADDRESS LINE 3: #####
                  ADDRESS LINE 4: #####
CITY: #####        STATE/COUNTRY: ###    ZIP: #####

                ACO CD: ###    INDUSTRIAL SPEC CD: ###
CONTRACT MGMT ASST CD: ###    PROPERTY ADM CD: ##
                TYP BUSINESS CD: #    #####: ###
AUDIT-APRVL-NOT-REQRD: #
                TIN: #####    CORP-STAT-CD: #
```

```
#####
*****
```

FIGURE 5-6

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected.
CAO ORG CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - This field may be changed and must contain a two position alphanumeric code which is listed on TB0040.

NOTE: There is an invisible 10-position field directly below the PROPERTY ADM-CD field. This field is not visible unless a change is made to the CAO-ORG-CD. If the CAO-ORG-CD is changed, this field will display the QA-ORG-CD: Prompt and a message requesting that you enter a QA-ORG-CD. If displayed, a three position QA Organization Code must be entered.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CONTRACTOR/PAYEE NAME	CONTRACTOR OR PAYEE NAME (28A/N) - This field may be changed. The data entered should represent the name of the contractor or the contractors payee. This field may not exceed 28 alphanumeric characters.
ADDRESS LINE 2, 3, AND 4	ADDRESS LINE 2, 3, AND 4 (28A/N) - This field consists of three lines, all of which do not require entries. Each line will permit entry of no more the 28 A/N characters. These address contain the city, state or ZIP Code.
CITY	CITY (12A) - This field may be changed and should contain the city name for the address on ADDRESS LINES 2, 3, and 4. The city name may not exceed 12 alphabetic characters.
STATE/COUNTRY	STATE OR COUNTRY (3A) - This field may be changed. The only entries permitted are the two position alphabetic state code or the three position foreign country code. Country codes will most often start with a # sign. Entries must match an entry on TB0221.
ZIP	ZIP CODE (5N, 6A/N or 9N) - This field may be changed and must contain a five or nine position numeric U.S. ZIP Code or a six position alphanumeric Canadian ZIP Code. A ZIP Code is not required if a foreign country code was entered.
ACO CD	ADMINISTRATIVE CONTRACTING OFFICER CODE (3A/N) - This field should contain the actual two position code of the individual having administrative responsibility of the CAGE-CD displayed. The code changed must match an existing code on TB0044. The system will fill the first position with a blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
INDUSTRIAL SPEC CD	INDUSTRIAL SPECIALIST CODE (3A/N) - This field should contain the two position code of the individual having surveillance responsibility over the CAGE Code displayed. The code changed must match an entry on TB0048. The system will fill the first position with a blank.
CONTRACT MGMT ASST CD	CONTRACT MANAGEMENT ASSISTANT CODE (3A/N) - This field should contain the two position code of the individual having surveillance responsibility over the CAGE-CD displayed. If a change was made in the INDUSTRIAL-SPEC-CD field, no entry may be made in this field. Entries must also match TB0048.
PROPERTY ADM CD	PROPERTY ADMINISTRATOR CODE (2A/N) - Enter the code of the person that is responsible for property administration of contracts for the CAGE Code displayed, if applicable.
TYP BUSINESS CD	TYPE BUSINESS CODE (1A) - This field is used to identify the type of business category in which the contractor is engaged. If a code is entered, the code entered must be an A, B, C, D, F, L, M, U, V, or Z.
AUDIT APRVL NOT REQRD	AUDIT APPROVAL NOT REQUIRED (1A) - An N in this field indicates that BVNs, other than 0001 or a final, do not require DCAA auditor approval.
TIN	TAXPAYER IDENTIFICATION NUMBER (9N) - This field should contain the nine position TIN which is a Social Security Number issued by the Social Security Administration or an Employer Identification Number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
CORP STAT CD	CORPORATE STATUS CODE (1A) - This field should contain a one position code that designates the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
CAGE	X		X
CAO ORG CD	X		X
CONTRACTOR/PAYEE	X		X

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
ADDRESS LINE 2,3,4	X		X
CITY	X		X
STATE/COUNTRY	X		X
ZIP	X		X
ACO CD	X		X
INDUSTRIAL SPEC CD	X		*X
CONTRACT MGMT ASST CD	X		*X
PROPERTY ADMIN CD	X		X
TIN	X		X
CORP STAT CD	X		X

*Either IS-CD or CMA-CD may be entered, not both. If CMA-CD is entered, IS-CD must be blank and vice versa.

i. UNKM05 - QUALITY ASSURANCE ATTRIBUTE UPDATE

(1) GENERAL - This screen is generated when FUNC-CD 3 TRANSACTION-CD A, C, or D and a valid CAGE Code are selected on the ADDRESS DATA MASTER MENU, UNKM01. This screen is used to add, change, or delete Quality Assurance Attribute Data on the ADRS.

(2) SCREEN FORMAT - Figure 5-7 is a sample format of UNKM05.

```
*****
UNKM05          CAGE QUALITY ASSURANCE ATTRIBUTE ADD/CHANGE/DELETE
CBUD: #####

TRANSACTION CD: #          CAGE: #####          CAO ORG CD: ##
                  CONTRACTOR NAME: #####
                  QA ORG CD: ###          FACILITY TYPE: #

QA REPRESENTATIVE CD: #####

PRIME COMMODITY CD: ##

PRIME QA PROVISION CD: #
```

```
#####
*****
```

FIGURE 5-7

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENTS</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. If the TRANSACTION-CD was A or C, after entering all other data fields and depressing ENTER twice, the cursor will return to the TRANSACTION-CD. An additional CAGE Code and data may be entered or depress PA2 to return to Screen UNKM01.
CONTRACTOR NAME	CONTRACTOR NAME (28A/N) - This field is system generated according to the CAGE Code entered. It will contain the name of the contractor.
TRANSACTION CD	TRANSACTION CODE (1A) - This field is system generated from Screen UNKM01 and is protected until screen validation. A = Add a transaction, C = Change a transaction D = Delete a transaction.
CAO ORG CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - This field is system generated based on the CAGE-CD entered.
QA ORG CD	QUALITY ASSURANCE ORGANIZATION CODE (3A/N) - This field is used to identify Division, Branch, and Section of the quality organization.
FACILITY TYPE	FACILITY TYPE (1A) - This field is used to indicate whether a facility or activity has a resident or nonresident QA Representative. The only acceptable entries are N (Nonresident) or R (Fulltime Resident).
QA REPRESENTATIVE CD	QUALITY ASSURANCE REPRESENTATIVE CODE (5A/N) - This field is used to identify the Quality Assurance Representative for the quality assurance on the CAGE Code displayed. The entry made must match an entry on TB0108.
QA REPRESENTATIVE NAME	QUALITY ASSURANCE REPRESENTATIVE NAME (30A) - This representatives name is system generated from TB0108 according to the QA Representative Code for change anddelete functions.
PRIME COMMODITY CD	PRIME COMMODITY CODE (2A/N) - This field is used to indicate the commodity code of the predominant item manufactured by the contractor. The entry made must match an entry on TB0107.
PRIME QA PROVISION CD	PRIME QUALITY ASSURANCE PROVISION CODE (1A) - This field is used to enter the highest Quality Provision to which the contractor is currently required to maintain. The code entered must be an A, B, or C.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD	A, C, D	D	A, C, D
TRANSACTION CD	A, C, D	D	A, C
CAGE	A, C, D	D	A, C
CAO ORG CD	A, C, D	D	A, C
QA ORG CD	A, C, D	D	A, C
FACILITY TYPE	A, C, D	D	A, C
QA REPRESENTATIVE CD	A, C, D	D	A, C
PRIME COMMODITY	A, C, D	D	A, C
PRIME QA PROVISION CD	A, C, D	D	A, C

A = ADD TRANSACTION
C = CHANGE TRANSACTION
D = DELETE TRANSACTION

j. UNKM06 - CAGE TRANSPORTATION DATA UPDATE

(1) GENERAL - This screen allows the addition of transportation data (Transportation Address) for a CAGE-CD to the ADRS. Changes to currently existing transportation data are also accomplished by utilizing this screen. The CAGE Code, and a Transaction Code must be entered on Screen UNKM01. The user should depress ENTER in order to view any currently existing transportation records for the particular CAGE Code. If no transportation address exists, the Payee name and address will be displayed. Changing the Payee name and address on this screen will create a transportation address that will be independent of the contractor/payee name and address. Pseudo-CAGE or dummy CAGE Codes (CAGE Codes beginning with a #) may be entered on this screen for transportation purposes only. PSEUDO-CAGE Codes may not be used for payment purposes.

(2) SCREEN FORMAT - Figure 5-8 is a sample format of UNKM06.

```
*****
UNKM06                      CAGE TRANSPORTATION DATA ADD/CHANGE/DELETE
CBUD: #####

TRANSACTION CD: #           CAGE: #####           CAO ORG CD: ##

                           SPLC: #####

CONTRACTOR NAME: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####

CITY: #####    STATE/COUNTRY: ###    ZIP: #####
```

```
#####
```

```
*****
                           FIGURE 5-8
```

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. If the TRANSACTION-CD was A or C, after entry all other data fields and depressing the ENTER key the cursor will return to the TRANSACTION-CD. An additional CAGE Code and data may be entered or depress PA2 to return to Screen UNKM01.
TRANSACTION CD	TRANSACTION CODE (1A) - This field is system generated from Screen UNKM01 and is protected until screen validation. A = Add a transaction, C = Change a transaction, D = Delete a transaction.
CAO ORG CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - The Contract Administration Office which is responsible for the administration of the contracts for the CAGE-CD displayed.
SPLC	STANDARD POINT LOCATOR CODE (9A/N) - A code which identifies geographical area and is used by the transportation industry to compute transportation charges from points. It is system generated but may be entered. If entered, this code must be six or nine A/N positions. If the address is outside the continental U.S. (CONUS) enter six 9s in this field.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CONTRACTOR NAME	CONTRACTOR NAME (28A/N) - This field is used to identify the name of the contractor which is assigned the CAGE Code displayed. If the CAGE Code exists on the ADRS, the currently existing CONTRACTOR NAME will also be displayed. If entered, this field must be 28 alphanumeric characters or less.
ADDRESS LINE 2, 3 AND 4	ADDRESS LINES 2, 3 AND 4 (28A/N) PER LINE - If a transportation address currently exists on the ADRS for the CAGE-CD displayed, the address will be displayed. If the address is to be entered or changed, the address entered must be 28 A/N characters per line.
CITY	CITY (12A) - This field is used to identify the city name in which the transportation address in ADDRESS LINES 2, 3 and 4 is located. If this information currently exists on the ADRS, this information will be displayed. If any entries are made, any entry made cannot exceed 12 alphabetic characters.
STATE/COUNTRY	STATE OR COUNTRY CODE (3A) - This field is used to identify the state or country in which the address and city shown above are located. If this data currently exists on the ADRS, this information will be displayed. If any entries are made, the state code must not exceed two alphabetic positions and the foreign country code may not exceed three positions (A # and country code). Entries must match Table TB0221.
ZIP	ZIP CODE (5N, 7A/N, OR 9N) - This field is used to identify the ZIP Code of the street address, city and state in which the transportation address is located. If this data currently exists on the ADRS, this information will be displayed. If any entries are made, the ZIP Code must be a five or nine position numeric United States ZIP Code or a seven position alphanumeric Canadian ZIP Code.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			A, C, D
TRANSACTION CD	A, C, D	D	A, C
CAGE	A, C, D	D	A, C
CAO ORG CD	A, C	D	A, C
SPLC	C, D	D	A, C
CONTRACTOR NAME	C, D	D	A, C

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
ADDRESS LINES 2,3,4	C,D	D	A,C
CITY	C,D	D	A,C
STATE/COUNTRY	C,D	D	A,C
ZIP	C,D	D	A,C

A = ADD TRANSACTION
C = CHANGE TRANSACTION
D = DELETE TRANSACTION

k. UNKM07 - ADD DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES

(1) GENERAL - This screen is used to add DoDAAC Codes and any applicable attribute data to the ADRS. The DoDAAC must be entered on Screen UNKM01 to establish a record. All transactions will be updated to the ADRS during the batch cycle. Validation of all entries made will be performed and when an invalid condition is encountered, the error message associated with the error is displayed in the message field at the bottom of this screen. The cursor will be positioned in the field at which the error occurred.

(2) SCREEN FORMAT - Figure 5-9 is a sample format of UNKM07.

```
*****
UNKM07          ADD DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES
CBUD: #####
```

```
DoDAAC: #####                                TYPE ADDRESS CODE: #
```

```
IN-THE-CLEAR ADDRESS: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####
ADDRESS LINE 5: #####
```

```
PRIME COMMRI : #####          SECONDARY COMMRI: #####
PO ADP POINT: #####          COMMERCIAL TWX CD: #####
```

```
#####
#####
*****
```

FIGURE 5-9

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
DoDAAC	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. After entry of all data fields and depressing ENTER the cursor will return to this field. An additional DoDAAC and data may be entered or depress PA2 to return to Screen UNKM01.
TYPE ADDRESS CD	TYPE ADDRESS CODE (1A) - This field must contain a one or a three. Enter a one to indicate that the address listed is a shipping address or a three to indicate that the address is a financial address.
IN-THE-CLEAR ADDRESS ADDRESS LINE 2 ADDRESS LINE 3 ADDRESS LINE 4 ADDRESS LINE 5	IN-THE-CLEAR ADDRESS (35A/N) PER LINE - These fields, which consist of five address lines are used to identify the address of the DoDAAC shown above. Up to 35 characters may be entered on each line. An entry must be made. All fields are not required to be filled. Do not skip lines.
PRIME COMMRI	PRIMARY COMMUNICATION ROUTING IDENTIFICATION NUMBER (7A/N) - This field is used to identify the primary code used in the routing of the communications to the activity. This field may contain no more than seven alphanumeric characters.
SECONDARY COMMRI	SECONDARY COMMUNICATION ROUTING IDENTIFICATION NUMBER (7A/N) - This field is used to identify the secondary code used in the routing of the communications to the activity. This field may contain no more than seven alphanumeric characters.
PO ADP POINT	PURCHASING OFFICE-ADP POINT - (6A/N) - This field identifies the activity furnishing Automated Data Processing support if other than a CAO. Enter the DoDAAC of the ADP point in this field.
COMMERICAL TWX CODE	COMMERCIAL TWX CODE (10A/N) - This field is used to identify the code used to route or mail data to its destination when no COMMRI exists.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
DoDAAC	X	X	
TYP ADDRESS CODE			X
IN THE CLEAR ADDRESS			X
ADDRESS LINES 2,3,4, AND 5			X
PRIME COMMRI			X

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
SECONDARY COMMRI			X
PO ADP POINT			X
COMMERCIAL TWX CD			X

1. UNKM08 - CHANGE DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTE

(1) GENERAL - This screen is used to change any address or attribute data which currently exists on the ADRS for a DoDAAC. Access this screen by entering FUNC-CD 6, TRANSACTION-CD C, and a valid DoDAAC on Screen UNKM01, all currently existing data for the DoDAAC entered will be displayed to this screen. If any field is to be changed, simply move the cursor to field requiring the change and key in the correct data. All changes made will update the ADRS during the batch cycle. Validation of all entries made will be performed and when an invalid condition is encountered the error message associated with the error is displayed in the message field at the bottom of this screen. The cursor will be positioned in the field at which the error occurred.

(2) SCREEN FORMAT - Figure 5-10 is a sample format of UNKM08.

```
*****
UNKM08          CHANGE DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES
CBUD: #####
```

```
DoDAAC: #####      CHANGE NUMBER: ###      TYPE ADDRESS CODE: #
```

```
IN-THE-CLEAR ADDRESS: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####
ADDRESS LINE 5: #####
```

```
PRIME COMMRI : #####      SECONDARY COMMRI: #####
PO ADP POINT: #####      COMMERCIAL TWX CD: #####
```

```
#####
#####
```

```
*****
```

FIGURE 5-10

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
DoDAAC	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. After entry of all data fields and depressing ENTER the cursor will return to this field. An additional DoDAAC and data may be entered or depress PA2 to return to Screen UNKM01.
CHANGE NUMBER	CHANGE NUMBER (4N) - This is a system generated sequential three digit field preceded by the last digit of the current year for local transactions or the Julian date for transmitted data. Its purpose is to distinguish between DLSC and local input.
IN-THE-CLEAR ADDRESS ADDRESS LINE 2 ADDRESS LINE 3 ADDRESS LINE 4	IN-THE-CLEAR ADDRESS (35A/N) PER LINE - These fields, which consist of address lines are used to identify the address of the DoDAAC shown above. If an entry is made, up to 35 characters may be entered on each line.
TYPE ADDRESS CODE	TYPE ADDRESS CODE (1A) - This field must contain a one or a three. Enter a one to indicate that the address listed is a shipping address or a three to indicate that the address is a financial address.
PRIME COMMRI	PRIMARY COMMUNICATION ROUTING IDENTIFICATION NUMBER (7A/N) - This field is used to identify the primary code used in the routing of the communications to the activity. This field may contain no more than seven alphanumeric characters.
SECONDARY COMMRI	SECONDARY COMMUNICATION ROUTING IDENTIFICATION NUMBER (7A/N) - This field is used to identify the secondary code used in the routing of the communications to the activity. This field may contain no more than seven digits.
PO ADP POINT	PURCHASING OFFICE-ADP POINT - (6A/N) - This field identifies the activity furnishing Automated Data Processing support if other than a CAO. Enter the DoDAAC of the ADP point in this field.
COMMERICAL TWX CODE	COMMERCIAL TWX CODE (10A/N) - This field is used to identify the code used to route or mail data to its destination when no COMMRI exists.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
DoDAAC	X	X	
CHANGE NUMBER	X	X	

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
TYPE ADDRESS CODE	X		X
IN THE CLEAR ADDRESS	X		X
ADDRESS LINES 2,3,4 AND 5	X		X
PRIME COMMRI	X		X
SECONDARY COMMRI	X		X
PO ADP POINT	X		X
COMMERCIAL TWX CD	X		X

m. UNKM09 - DELETE DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES

(1) GENERAL - This screen is used to delete a DoDAAC and all associated address and attribute data from the ADRS. This screen is accessed by entering FUNC-CD 6, TRANSACTION-CD D, and a valid DoDAAC on Screen UNKM01. When the screen appears, all currently existing data for the requested DoDAAC will be generated. The user should review this information to ensure the DoDAAC displayed is the one to be deleted. To delete the DoDAAC, depress ENTER to schedule the DoDAAC for deletion.

(2) SCREEN FORMAT - Figure 5-11 is a sample format of UNKM09.

UNKM09 DELETE DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES
CBUD: #####

DoDAAC: ##### CHANGE NUMBER: ##### TYPE ADDRESS CODE: #

IN-THE-CLEAR ADDRESS: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####
ADDRESS LINE 5: #####

PRIME COMMRI : ##### SECONDARY COMMRI: #####

#####

FIGURE 5-9

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
DoDAAC	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. After entry of all data fields and depressing ENTER the cursor will return to this field. An additional DoDAAC and data may be entered or depress PA2 to return to Screen UNKM01.
CHANGE NUMBER	CHANGE NUMBER (4N) - This is a system generated sequential three digit field preceded by the last digit of the current year for local transactions or the Julian date for transmitted data.
TYPE ADDRESS CD	TYPE ADDRESS CODE (1A) - This field must contain a one or a three. It is system generated and protected.
IN-THE-CLEAR ADDRESS ADDRESS LINE 2 ADDRESS LINE 3 ADDRESS LINE 4 ADDRESS LINE 5	IN-THE-CLEAR ADDRESS (35A/N) PER LINE - These fields, which consist of five address lines are used to identify the address of the DoDAAC shown above. This field is protected from entry.
PRIME COMMRI	PRIMARY COMMUNICATION ROUTING IDENTIFICATION NUMBER (7A/N) - This field is used to identify the primary code used in the routing of the communications to the activity. This field is protected from entry.
SECONDARY COMMRI	SECONDARY COMMUNICATION ROUTING IDENTIFICATION NUMBER (7A/N) - This field is used to identify the secondary code used in the routing of the communications to the activity. This field is protected from entry.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			X
DoDAAC	X	X	
CHANGE NUMBER	X	X	
TYPE ADDRESS CODE	X	X	
IN THE CLEAR ADDRESS	X	X	
ADDRESS LINES 2,3,4, AND 5	X	X	
PRIME COMMRI	X	X	
SECONDARY COMMRI	X	X	

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
PO ADP POINT	X	X	
COMMERCIAL TWX CD	X	X	

n. UNKM10 - DAR APPENDIX N ATTRIBUTE DATA ADD/CHANGE/DELETE

(1) GENERAL - This screen is used to add, change or delete DAR APPENDIX N data on the ADRS. The DoDAAC will be generated this screen from UNKM01. Validation of all entries made will be performed. When an invalid condition is encountered, the error message associated with the error is displayed in the message field at the bottom of this screen. The cursor will be positioned in the field at which the error occurred.

(2) SCREEN FORMAT - Figure 5-12 is a sample format of UNKM10.

```
*****
UNKM10      DoDAAC DAR APPENDIX N ATTRIBUTE DATA ADD/CHANGE/DELETE
CBUD: #####
```

TRANSACTION CD: #

DoDAAC: #####

BUYING STATION CD: #####

BUYING ACTIVITY CD: ## ## ## ## ## ## ##

COMMUNICATION MEDIA CD: #

DCAS ELEMENT CD: #

```
#####
```

```
*****
```

FIGURE 5-10

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
DoDAAC	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. If the TRANSACTION-CD was A or C, after entry all other data fields and depressing the ENTER key the cursor will return to the TRANSACTION-CD. An additional DoDAAC Code and data may be entered or depress PA2 to return to Screen UNKM01. Depressing ENTER on a delete function will return the user to UNKM01.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
TRANSACTION CD	TRANSACTION CODE (1A) - This field is system generated from Screen UNKM01 and is protected until screen validation. A = Add a transaction, C = Change a transaction, D = Delete a transaction.
BUYING STATION CD	BUYING STATION CODE (6A/N) - The six position Buying Activity Code that must be a valid DoDAAC.
BUYING ACTIVITY CD	BUYING ACTIVITY CODE (2A/N) - This field is used to identify the two position alphanumeric code which correlates to the six position BUYING-STATION CODE.
COMMUNICATION MEDIA CD	COMMUNICATION MEDIA CODE (1A/N) - This field is used to identify the type of communication medium used and the type of documentation furnished to a recipient activity from the CAO. If entered, must be a one position alphanumeric code.
DCAS ELEMENT CD	DEFENSE CONTRACT ADMINISTRATIVE SERVICES ELEMENT CODE (1A) - This field is used to identify what Defense Contract Administration Service element is represented valid entries are R, D, or O (District, DCAMA or DPRO).

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			A, C, D
TRANSACTION CD	A, C, D	D	A, C
DoDAAC	A, C, D	D	A, C
BUYING STATION CD	C, D	D	A, C
BUYING ACTIVITY CD	C, D	D	A, C
COMMUNICATION MEDIA CD	C, D	D	A, C
DCAS ELEMENT CD	C, D	D	A, C

A = ADD TRANSACTION
C = CHANGE TRANSACTION
D = DELETE TRANSACTION

o. UNKM11 - DoD ACTIVITY TRANSPORTATION DATA UPDATE

(1) GENERAL - This screen is used to add, change or delete transportation data for a specific DoDAAC. This screen is accessed by entering FUNC-CD 8, a TRANSACTION-CD of A, C, or D and a valid DoDAAC. The screen which appears will reflect any currently existing transportation data which exists on the ADRS for the DoDAAC displayed. The DoDAAC field must be entered. Validation of all entries made will be performed and when an invalid condition is encountered the error message associated with the error is displayed in the message field at the bottom of this screen. The cursor will be positioned in the field at which the error occurred.

(2) SCREEN FORMAT - Figure 5-13 is a sample format of UNKM11.

UNKM11 DoDAAC TRANSPORTATION DATA ADD/CHANGE/DELETE
CBUD: #####

TRANSACTION CD: # DoDAAC: #####

SPLC: #####

IN-THE-CLEAR-NAME : #####
ADDRESS LINE 2 : #####
ADDRESS LINE 3 : #####
ADDRESS LINE 4 : #####
ADDRESS LINE 5 : #####

BULK BREAK POINT : ##### PORT DESIGNATOR CD : ###
AIR DESIGNATOR CD : ###

#####

FIGURE 5-13

(3) INPUT INSTRUCTIONS - Entries are required as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
DoDAAC	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (6A/N) - This field is carried forward from Screen UNKM01 and is protected. If the TRANSACTION-CD was A or C, after entry all other data fields and depressing ENTER the cursor will return to the TRANSACTION-CD. An additional DoDAAC Code and data may be entered or depress PA2 to return to Screen UNKM01.
TRANSACTION CD	TRANSACTION CODE (1A) - This field is system generated from Screen UNKM01 and is protected until screen validation. A = Add a transaction, C = Change a transaction, D = Delete a transaction.
SPLC	STANDARD POINT LOCATOR CODE (9A/N) - This field is used to identify the nine position alphanumeric code for the transportation address of the DoDAAC displayed. This code is used by the transportation industry to compute freight charges.
IN-THE-CLEAR-NAME	IN-THE-CLEAR-NAME (35A/N) - This field is used to identify the name of the activity for the transportation address to be recorded on the ADRS. The entry made may not exceed 35 A/N characters.
ADDRESS LINE 2, 3, 4, AND 5	ADDRESS LINES 2, 3, 4, AND 5 (35A/N) per line - These fields are used to identify the address of the transportation location for the DoDAAC displayed. The entries made may not exceed 35 alphanumeric characters per line.
AIR DESIGNATOR CD	AIR DESIGNATOR CODE (3A/N) - This field is used to identify the aerial port servicing the DoDAAC.
BULK BREAK POINT	BULK BREAK POINT (6A/N) - This field is used to identify the Activity Address of the overseas destination to which consolidated shipments are directed for distribution. If entered, must be six numeric characters or less.
PORT DESIGNATOR CODE	PORT DESIGNATOR CODE (3A/N) - This field is used to identify the water port used in the transportation of DoD materials. If entered, must be three numeric characters or less.

(4) DATA ENTRY CHART

<u>FIELD NAME</u>	<u>DISPLAYED ON-SCREEN</u>	<u>PROTECTED</u>	<u>CAN BE INPUT</u>
CBUD			A, C, D
TRANSACTION CD	A, C, D	D	A, C
DoDAAC	A, C, D	D	A, C
SPLC	C, D	D	A, C
IN THE CLEAR	C, D	D	A, C
ADDRESS LINES 2, 3, 4, AND 5	C, D	D	A, C
BULK BREAK POINT	C, D	D	A, C
PORT DESIGNATOR CD	C, D	D	A, C
AIR DESIGNATOR CD	C, D	D	A, C
A = ADD TRANSACTION			
C = CHANGE TRANSACTION			
D = DELETE TRANSACTION			

5.1.2.1.4 ADDRESS DATA TRANSMITTED

The procedure to obtain a new CAGE Code for a contractor will be limited to three methods - personal computer, mail (DD Form 2051) or message (facsimile). The method developed by DLSC utilizes the Z-248 with the ENABLE software package. This procedure eliminates the need for telephone requests. Please refer to the DLSC CAGE Handbook for further procedures.

5.1.2.1.5 ADRS ATTRIBUTE DATA INQUIRY

a. GENERAL - These screens are used to obtain all address and attribute information for a specific CAGE Code. All three screens are accessed from UNKM01 according to the FUNC-CD. Entering a FUNC-CD of five and a valid CAGE Code will access Screens UNKM12, UNKM13, and UNKM14. Inquiries may be selected from Screens CT5000, UNML8000, or UNMG95 also. Selecting FUNC 8 and entering a valid CAGE Code on CT5000 will allow review of all screens. Selecting FUNC 9 and entering a valid CAGE Code on Screen UNML8000 will allow review of Screen UNKM13 by QA personnel. Selecting FUNC 6 and entering a valid CAGE Code on Screen UNMG10 will allow review of UNKM14 by transportation personnel. A QUICK RELEASE FUNC PF12 will return the user to the original menu.

b. SCREEN FORMAT - Figure 5-14 is a sample format of UNKM12:

```
*****
UNKM12                      CAGE INQUIRY
CBUD:

      CAGE CD:                      CAO ORG CD:

TYP ADDRESS CD:  CONTRACTOR/PAYEE NAME:
                  ADDRESS LINE 2:
                  ADDRESS LINE 3:
                  ADDRESS LINE 4:
      CITY:                      STATE/COUNTRY:          ZIP:

      ACO CD:    INDUSTRIAL SPEC CD:    CONTRACT MGMT ASST CD:
TYP BUSINESS CD:    PROPERTY ADM CD:    COURIER-PICKUP:
FGN DOMESTIC CD:    SUPPRESSION-CD:    REPLACEMENT-CAGE:
      EFT:                      EDI:
      TIN:                      CORP-STAT-CD:
ADDRESS-CHNG-DT:    ATTRIBUTE-CHNG-DT:

*****
```

FIGURE 5-14

c. INPUT INSTRUCTIONS - Entries are required as follows:

There is no input on this screen. All elements are system generated from the data base according the CAGE Code entered on Screen UNKM01 and are protected. Depressing ENTER will display the next Screen (UNKM13). Depressing PF8 will skip over Screen UNKM13 and generate Screen UNKM14. Depressing PA2 or the PF12 key will return the user to Screen UNKM01. All elements, with the exception of TIN and CORP-STAT-CD, are defined in previous chapters.

<u>DATA ELEMENT</u>	<u>DEFINITION</u>
TIN	TAXPAYER IDENTIFICATION NUMBER - This field is used to identify a number which is a Social Security Number (SSN) issued by the Social Security Administration or an Employer Identification Number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
CORP STAT CD	CORPORATE STATUS CODE - This field is used to designate whether the offeror is a corporate entity, and unincorporated entity, a corporation providing medical services and unprofitable hospitals.

d. SCREEN FORMAT - Figure 5-15 is a sample format of UNKM13:

```

*****
UNKM13                CAGE INQUIRY                SCREEN 2 OF 3
CBUD: #####

      DCMD CD: ##### CAO CD: #####   CAO ORG CD: ##
      CAGE: #####
      CONTRACTOR/PAYEE NAME: #####
      ADDRESS LINE 2: #####
      ADDRESS LINE 3: #####
      ADDRESS LINE 4: #####
CITY: #####          STATE/COUNTRY: ###   ZIP: #####

      QA ORG CD:   ###
      FACILITY TYPE: #
      QA REPRESENTATIVE CD: #####
      PRIME COMMODITY CD:  ##  #####
      PRIME QA PROVISION CD: #
      ATTRIBUTE CHG DATE:  #####
      #####
#####

*****
                        FIGURE 5-15

```

e. INPUT INSTRUCTIONS - Entries are required as follows:

There is no input on this screen. All elements are system generated from the data base according the CAGE Code entered on Screen UNKM01 and are protected. Depressing ENTER will display the next screen (UNKM14). Depressing PA2 or PF12 will return the user to Screen UNKM01. This screen is accessed from UNKM12 by depressing ENTER. Entering a FUNC-CD of six and a CAGE Code on UNML8000 will access Screen UNKM13 only. All elements, with the exception of the ATTRIBUTE CHNG DT and DCMD CD fields, are defined in previous chapters. Previously defined elements will not be repeated. Refer to subgraph 5.1.2.1.3g (CAGE QUALITY ASSURANCE ATTRIBUTE ADD/CHANGE/DELETE) for specific element definition.

<u>DATA ELEMENT</u>	<u>DEFINITION</u>
ATTRIBUTE CHNG DT	ATTRIBUTE CHANGE DATE (8A/N) - This field will be blank or contain the date of the last attribute data change and a T or L. T indicates that the attribute data was changed by DLSC (T = transmitted). L indicates a local change (L = local). This field is system generated and protected.
DCMD CD	DCMD CODE (6A/N) - This field will contain the ADPS ADP-POINT of the DCMD having responsibility for payment and administration of the subject CAGE Code.

f. SCREEN FORMAT - Figure 5-16 is a sample format of UNKM14:

```
*****
UNKM14                      CAGE INQUIRY                      SCREEN 3 OF 3
CBUD: #####

      CAGE: #####          CAO ORG CD: ##

      SPLC: #####

      FREIGHT ADDRESS

CONTRACTOR/PAYEE NAME: #####
ADDRESS LINE 1: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####

CITY: #####  STATE/COUNTRY: ###  ZIP: #####

      #####
      #####
*****
```

FIGURE 5-16

g. INPUT INSTRUCTIONS - Entries are required as follows:

There is no input on this screen. All elements are system generated from the data base according the CAGE Code entered on Screen UNKM01 and are protected. Depressing PA2 or PF12 will return the user to Screen UNKM01. This screen is accessed from UNKM13 by depressing ENTER. Entering a FUNC-CD of six and a valid CAGE Code on Screen UNMG95 will access Screen UNKM14 only. All elements are defined in previous chapters. Previously defined elements will not be repeated. Refer to subparagraph 5.1.2.1.3h (CAGE TRANSPORTATION DATA ADD/CHANGE/DELETE) for specific element definition.

5.1.2.1.6 DoDAAC ATTRIBUTE DATA INQUIRY

a. GENERAL - These screens are used to obtain all address and attribute information for a specific DoDAAC Code. All three screens are accessed from UNKM01 by entering a FUNC-CD of 9 and a valid DoDAAC Code. The QUICK RELEASE FUNC PF12 will return the user to the original menu. Inquiry Screen UNKM17 may be reviewed by transportation personnel by entering FUNC CD 6 and a valid consignee code on Screen UNMG95.

b. SCREEN FORMAT - Figure 5-17 is a sample format of UNKM15:

```
*****
UNKM15                      DoDAAC INQUIRY                      SCREEN 1 OF 3
CBUD: #####

DoDAAC: #####      CHANGE NUMBER: #####      TYPE ADDRESS CODE: #

IN THE CLEAR ADDRESS: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####
ADDRESS LINE 5: #####

PRIME COMMRI: #####      SECONDARY COMMRI: #####
PO ADP POINT: #####      COMMERCIAL TWX CD: #####
ADDRESS CHNG DT: #####      ATTRIBUTE CHNG DT: #####

#####
#####

*****
```

FIGURE 5-17

c. INPUT INSTRUCTIONS - Entries are required as follows:

There is no input on this screen. All elements are system generated from the data base according the DoDAAC entered on Screen UNKM01 and are protected. Depressing ENTER will display the next Screen UNKM16. De-pressing PF8 will skip over Screen UNKM16 and display UNKM17. Depressing PA2 will return the user to Screen UNKM01. Depressing PF12 will return user to Screen CT0001. All elements, with the exception of the ADDRESS CHNG DT and ATTRIBUTE CHNG DT fields, are defined in previous chapters. Previously defined elements will not be repeated. Refer to subparagraph 5.1.2.1.3i (ADD DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES) and subparagraph 5.1.2.1.3j (CHANGE DoD ACTIVITY ADDRESS AND PRIME ATTRIBUTES) for specific element definition.

<u>DATA ELEMENT</u>	<u>DEFINITION</u>
ADDRESS CHNG DT	ADDRESS CHANGE DATE (8A/N) - This field will be blank or contain the date of the last address change and a T or L. T indicates that the address was changed by DLSC (T = transmitted). L indicates a local change (L = local). This field is system generated and protected.
ATTRIBUTE CHNG DT	ATTRIBUTE CHANGE DATE (8A/N) - This field will be blank or contain the date of the last attribute data change and a T or L. T indicates that the attribute data was changed by DLSC (T = transmitted). L indicates a local change (L = local). This field is system generated and protected.

d. SCREEN FORMAT - Figure 5-18 is a sample format of UNKM16:

```
*****
UNKM16                      DoDAAC INQUIRY                      SCREEN 2 OF 3
** CBUD: #####
```

DoDAAC: ##### BUYING STATION CODE: #####

BUYING ACTIVITY CD: ## ## ## ## ## ## ## ##

COMMUNICATION MEDIA CD: # DCAS STATION CD: #

OVERSEAS-DOMESTIC CD: #

```
#####
#####
*****
FIGURE 5-18
```

e. INPUT INSTRUCTIONS - Entries are required as follows:

There is no input on this screen. All elements are system generated from the data base according the DoDAAC entered on Screen UNKM01 and are protected. This screen is accessed from Screen UNKM15 by depressing ENTER. Depressing ENTER will display the next Screen UNKM17. Depressing PA2 will return the user to Screen UNKM01. Depressing PF12 will return the user to Screen CT0001. All elements are defined in previous chapters. Previously defined elements will not be repeated. Refer to subparagraph 5.1.2.1.31 (DAR APPENDIX N ATTRIBUTE DATA ADD/CHANGE/DELETE) for specific element definition.

f. SCREEN FORMAT - Figure 5-19 is a sample format of UNKM17:

```
*****
UNKM17                                DoDAAC INQUIRY
CBUD: #####

                                DoDAAC: #####

                                SPLC: #####

IN THE CLEAR ADDRESS: #####
ADDRESS LINE 2: #####
ADDRESS LINE 3: #####
ADDRESS LINE 4: #####
ADDRESS LINE 5: #####

BULK BREAK POINT: #####      PORT DESIGNATOR CD: ###
AIR DESIGNATOR CD: ###

#####
#####
*****
                                FIGURE 5-19
```

g. INPUT INSTRUCTIONS - Entries are required as follows:

There is no input on this screen. All elements are system generated from the data base according the DoDAAC entered on Screen UNKM01 and are protected. This screen is accessed from Screen UNKM16 by depressing ENTER. Depressing ENTER or PA2 will return the user to Screen UNKM01. Depressing PF12 will return user to Screen CT0001. Entering a FUNC-CD of 6 and a consignee code on Screen UNMG95 will access Screen UNKM17 only. All elements are defined in previous chapters. Previously defined elements will not be repeated. Refer to subparagraph 5.1.2.1.3m (DoDAAC TRANSPORTATION DATA ADD/CHANGE/DELETE) for specific element definition.

5.1.3 OUTPUT PRODUCTS

5.1.3.1 UNPA050A - CAGE REJECT LIST

a. Data Summary

PURPOSE:	This list is a daily printout of errors resulting from transmissions by DLSC that did not pass the MOCAS validation on non-Government activities. These include additions and deletions of contractor address data.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Daily - Until Corrections Completed
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code or NATO Supply Code for Commercial and Government Entity (NATO CAGE) Codes
PAGE BREAK:	When page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA050A	CAGE Reject List Report.
DATE	Calendar date the report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages in the report.
REPORT NAME	CAGE Reject List.
CAGE	The five position Commercial and Government Entity Code.
ID	Each record contains a two position alphabetic character identification. The first character is always a C with the exception of the last record of the transaction which is always an E. The second character of the record identification is assigned sequentially depending on the position of the record within the transaction.
TRAN	The Transaction Code must be 001, 002, or 003.
ADDRESS DATA	Each CAGE transaction can contain a maximum of 10 data segments. Segments 1 through 9 are variable in length. Segment 10 contains the ZIP, CAO, and ADP Codes and must be 24 or 32 characters long. Segments are divided by a special character followed by a sequential segment number and a count reflecting the number of characters in the segment.
ERROR MESSAGE	The reason for the reject will be shown.

5.1.3.2 UNPA350A - UNMATCHED REPLACEMENTS

a. Data Summary

PURPOSE: This is a daily listing of those codes that were unmatched to the Address (ADRS) File.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Output Paper

FREQUENCY/RETENTION: Daily - Local Option

SORT SEQUENCE: Commercial and Government Entity (CAGE) Code

PAGE BREAK: When page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350A	Unmatched Replacements Report.
DATE	Calendar day report is printed. Shown as YYMMDD.
PAGE	Sequential number of pages within the report.
OLD CAGE	The CAGE CD which is unmatched to the ADRS.
NEW CAGE	The CAGE CD which replaces the old CAGE CD.
LAST PAGE	Statement which appears on the report to indicate the end of the report.

5.1.3.3 UNPA350B - NEW CAGE

a. Data Summary

PURPOSE: Lists new contractors, addresses, and attribute data. Also contains contractor update actions, locally input without a CAO and ADP Point Code.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Output Paper

FREQUENCY/RETENTION: Monthly - Until UNPA400A/B received

SORT SEQUENCE: Contract Administration Office (CAO) and Commercial and Government Entity (CAGE) Code

PAGE BREAK: CAGE CD within a CAO CD.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350B	NEW CAGE.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
CAO CODE	The CAO having cognizance over the contractors listed on a given segment of the report.
CAO	The Contract Administration Office having cognizance over the CAGE-CD shown.
*	Indicates the contractor is appearing for the first time.
ADD-DTE	The date of last change to the contractor's name and/or address.
DCMD	The Defense Contract Management District within whose boundaries the contractor is located.
CP	Courier pickup used to indicate alternate check pickup methods.
CAO	Contract Administration Office having cognizance over the contractor.
ORG CDE	The organizational element of a DCMD which has administrative responsibility for the contractor.
QA CODE	The Quality Assurance Organization Code is a three position code which identifies the

division, branch and section having QA cognizance over the contractor.

GPC

The General Performance Code represents the status of a contractor/facility performance. The codes are as follows:

- Blank - Not reporting any performance
- A - Satisfactory
- B - Poor
- C - Less than satisfactory

PROV

The Quality Assurance Provision Code identifies the highest quality provision with which the contractor is currently required to comply.

REPORT ELEMENT

ELEMENT DESCRIPTION

- A - MIL Q 9858A
- B - NHB 5300.4 (1B)
- C - MIL I 45208A
- D - NHB 5300.4 (1C)
- E - Other

SD

The Status Designator Code is a one position code that reflects the status of a particular CAGE-CD. Must be A, B, C, D, E, F, H, N, P, R, T, U, W, or Y.

T

The Type Organizational Entity Code designates the location of a organizational entity as to domestic or foreign.

- A - H-4-1 & H-4-2 Manufacturers
- B - Bidders
- E - H-4-3 & NATO Manufacturers
- F - H-8-1 & H-8-2 Non-Government Organization

F/D

The foreign domestic designator code designates the location of an organizational entity as domestic or foreign.

- 1 - Domestic (includes Alaska, Hawaii, and U.S., possessions)
- 2 - Foreign
- 3 - Canadian

OED The Organizational Entity Designator is a code which denotes that one or more conditions exists pertaining to an Organizational Entity Record.

 % - Denotes CAGE assigned to the parent organization of a corporate complex.
 G - Denotes CAGE assigned to a government activity.
 3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE record.
 4 - Combination of Code 3 and Code %.
 5 - Combination of Code % and Code G.
 6 - Combination of Code 3 and Code G.
 7 - Combination of Code 3, Code % and Code G.

ACO The Administrative Contracting Office having cognizance over the contractor/facility.

REPORT ELEMENT

ELEMENT DESCRIPTION

IS The Industrial Specialist having surveillance responsibility over the contractor/facility.

CMA The Contract Management Assistant having surveillance responsibility over the contractor/facility.

TSC The Transportation Specialist having traffic management responsibility for the contractor/facility.

OEC The Office of Engineering which has engineering responsibility for Systems Support surveillance of a contract being performed.

PA The Property Administrator responsible for property administration applicable to a contract for a contractor.

QAR The Quality Assurance Representative responsible for contractor quality assurance.

QF The Quality Assurance Facility code identifies if the quality assurance support for a contractor/facility is provided by a resident (R) or a non-resident (N) QAR.

PEC The Production Engineer providing engineering support to the contractor/facility.

IFC The Industrial Facilities office having responsibility for facilities surveillance

of a contractor/facility.

CC

The Commodity code of the predominant item
manufactured by the contractor/facility.

GEO	The geographical code.
BC	The Business Category Code which depicts the physical characteristics of the contractor.
ATT DTE	The date the contractors attribute data was last changed.
ADDRESS	The contractors address which may have the words local or transmitted following the address depicting if the input was made locally or received from DLSC.

5.1.3.4 INCOMPATIBLE CAO/ORG/QA CODES - TODAY'S UPDATE

a. Data Summary

PURPOSE:	This list represents incompatible organization to QA Organization Codes that have been input.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Daily - Optional
SORT SEQUENCE:	Contract Administration Office (CAO) and Commercial and Government Entity (CAGE) Code within a CAO.
PAGE BREAK:	When page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350C	Incompatible CAO/ORG/QA Codes - Today's Updates.
DATE	Calendar date report is printed. Date is shown in YYYYMMDD sequence.
CAGE	Commercial And Government Entity Code.
ORG	The two position Contract Administration Office Organization Code to which this CAGE CD is assigned.
CAO	The six position Contract Administration Office Code to which this CAGE-CD is assigned.
QACD	The three position Quality Assurance Organization Code to which this CAGE-CD is assigned.

5.1.3.5 UNPA350D - NEW DoDAAC

a. Data Summary

PURPOSE: This is a cumulative daily listing of new government activities that have been added to the DoDAAC File by Defense Automatic Addressing Systems Office (DAASO) per request from one of the Services or Agencies.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Output Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: Activity Identity Code

PAGE BREAK: Change in Activity Identity Code or when page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350D	New DoDAAC Report.
DATE	Calendar date report is printed. Shown as YYMMDD.
REPORT NAME	New DoDAAC.
ACTIVITY NAME AND ADDRESS DATA	In-the-clear name and address of the activity.
COMMRI	The Communication Routing Identification Number which identifies the routing of the communications to the Activity Identity Code (IDENT).
COMMRI2	The Communication Routing Identification Number which identifies the routing of the communications to the alternate Activity Identity Code (IDENT).
TWX	The Commercial Teletype Code is used when there is no COMMRI Code to route or mail data to the Activity Identity Code.
BY STA	The Buying Station or Buying Activity Code. This code is six positions.
BA	The Buying Activity Code which identifies the Buying Activity. This code is two positions. This field will report up to eight two position codes.

BRK BLK	The Activity Address Code of an overseas destination to which consolidated shipments are directed for distribution. Also called Bulk Break Point.
NM	The Communications Mechanization Code which is used to indicate the type of communication medium to be used and the type of documentation that can be furnished to a recipient activity from the CAO.
DE	DCAS Element Code which is used to determine what Defense Contract Administration Services element is represented.
	D - District A - Management Area P - Plant Representative Office

REPORT ELEMENT

ELEMENT DESCRIPTION

OD	The Overseas Domestic Code which designates the location of the activity listed.
	D - Domestic O - Overseas
ADD-DTE	The date of last change to activity name and/or address.
ATT-DTE	The date of last change to activity attribute data.
CHGNO	A sequential number indicating the number of changes made to the address/attribute data.
PD	The three position Port Designator.
AT	The one position Type Address Code.
BC	The one position Type Business Code.
ADP PT	The Automatic Data Processing Point of the activity furnishing ADP support if other than the CAO.
ADDRESS	The words local or transmitted may be entered following this report element to indicate address data was locally input or received from DAASO.
ATTRIBUTE DATA	The words local or transmitted may be entered following this report element to indicate attribute data was input locally or received from DAASO.

5.1.3.6 UNPA350E - CHANGED DoDAAC

a. Data Summary

PURPOSE: This report is a daily listing of those government activities that have had some of their address or attribute data changed or deleted as requested by one of the Services, Agencies, or DCMDs.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: Activity Identity Code

PAGE BREAK: When page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>REPORT ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350E	Changed DoD Report.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
REPORT NAME	Changed DoDAAC.
ADDRESS LINES 1, 2, 3, 4, and 5	In-the-clear name and address of the activity.
COMMRI	The Communication Routing Identification Number which identifies the routing of the communications to the Activity Identity Code.
COMMRI2	The Communication Routing Identification Number which identifies the routing of the communications to the alternate Activity Identity Code.
TWX	The Commercial Teletype Code is used when there is no COMMRI Code to route or mail data to the Activity Identity Code.
BY STA	The six position Buying Station or Buying Activity Code.
BA	The Buying Activity Code which identifies the Buying Activity. This code is two positions. This field will report up to eight two position codes.

BRK BLK	The Activity Address Code of an overseas destination to which consolidated shipments are directed for distribution.
NM	The Communications Mechanization Code which is used to indicate the type of communication medium to be used and the type of documentation that can be furnished to a recipient activity from the CAO.
DE	DCAS Element Code which is used to determine what Defense Contract Administration Service is represented. D - District A - Management Area P - Plant Representative
<u>REPORT ELEMENT</u>	<u>REPORT ELEMENT DESCRIPTION</u>
OD	The overseas domestic code which designates the location of the activity listed. D - Domestic O - Overseas
ADD-DTE	The date of last change to activity name and/or address.
ATT-DTE	The date of last change to activity attribute data.
CHGNO	A sequential number indicating the number of changes made to the address/attribute data.
ADP PT	The Automatic Data Processing Point of the activity furnishing ADP support if other than the CAO.
ATTRIBUTE DATA	The words local or transmitted may be entered following this report element to indicate attribute data was input locally or received from DAASO.
PD	The three position Port Designator.
AT	The one position Type Address Code.
BC	The one position Type Business Code.

5.1.3.7 UNPA350J - DATA REJECT REPORT

a. Data Summary

PURPOSE: This is a daily listing of Contractors Address or Attribute Data, or DoDAAC Attribute Data which were transmitted and did not pass validation.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Output Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: CAGE or DoDAAC (CAGE first)

PAGE BREAK: When page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350J	Data Reject Report.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CD	Contract Administration Office having cognizance over the contractor.
PAGE	Sequential number of pages.
FIC	The format identifier code used to indicate the type of action to be accomplished. The codes are as follows: 1 - Add in new data 3 - Revision of data 4 - Deletion of data
TAC	The Type Address Code. 1 - Add transactions (TA1) will have the complete name and address of the activity. 2 - Change transaction (TA3) will have the complete name and address of the activity as it should appear. Will not have the old name and address. 3 - Delete transaction (TA4) - This field will be blank.
DODAAC	The Department of Defense Activity Address Code.
EFF DT	The effective date of the transmission.
ADP PNT	The ADP Point responsible for data processing.
ADDRESS LINES 1, 2, 3, 4	In-the-clear name and address of the

activity.

ERROR MESSAGE

The reason the data rejected.

5.1.3.8 UNPA350L - CAO/ADP POINT CHANGE REPORT

a. Data Summary

PURPOSE: This is a daily listing showing the old Contract Administration Office and ADP Point, the new Contract Administration Office and ADP Point and the CAGE Code. The purpose of the report is to notify the CAO that a change in the ADP Point has been made.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: CAO Code

PAGE BREAK: CAO.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350L	CAO/ADP Point Change Report.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	The DoDAAC Code of the Contract Administration Office having cognizance of the contractors whose codes are listed on the report.
REPORT NAME	Contractor Code Changes.
OLD CAO CODE	The old CAO CD assigned to the contractor.
OLD ADPE POINT	The old ADP Point assigned to the contractor.
NEW CAO CODE	The new CAO CD assigned to the contractor.
NEW ADPE POINT	The new ADP Point assigned to the contractor.

5.1.3.9 UNPA350M - CONTRACTOR CODE CHANGES

a. Data Summary

PURPOSE: This is a daily listing showing the old Contractor Code with six digits of Quality Assurance attribute data, the new Contractor Code with some attribute data, and the CAO Code within whose jurisdiction that contractor is located. The purpose of the report is to notify the Quality Assurance Directorate that a change in the contractor's CAGE-CD has been made.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: Old CAGE-CD within a CAO

PAGE BREAK: CAO

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350M	Contractor Code Change.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
CAO CODE	The Code of the Contract Administration Office having cognizance of the contractors whose codes are listed on the report.
REPORT NAME	Contractor Code Changes.
OLD	The old CAGE-CD previously assigned to the affected contractor plus the Quality Assurance attribute data assigned to the old code.
NEW	The replacement CAGE-CD assigned to the affected contractor plus available Quality Assurance attribute data assigned to the new code.

5.1.3.10 UNPA350N - CONTRACTOR ADDRESS DATA EXCEEDS 28 POSITIONS

a. Data Summary

PURPOSE:	The list contains those CAGE-CDs whose address data exceeded 28 characters.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Standard Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	CAGE CD within CAO CD
PAGE BREAK:	CAO CD change or when page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350N	Contractor Address Data Exceeds 28 Positions.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	The DoDAAC Code of the Contract Administration Office having cognizance of the contractors listed on this report.
REPORT NAME	Contractor Address Date Exceeds 28 Positions. The data on this report is shown as a straight line entry of the contractor's code and the in-the-clear name and address of the contractor.

5.1.3.11 UNPA350Q - MASS CHANGES AND ADRS CHANGES AFFECTING PAYEE NAME AND ADDRESS

a. Data Summary

PURPOSE: To provide a list of name and address changes for review to determine if MOCAS Payee Address Record should be reviewed.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: CAGE-CD and PIIN/SPIIN within CAGE-CD

PAGE BREAK: CAGE-CD change or when page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350Q	Mass Changes and ADRS Changes Affecting Payee Name and Address.
DATE	Calendar date report is printed. Shown as YYMMDD.
PAGE	Sequential number of pages within the report.
CAGE CD	Commercial and Government Entity Code.
OLD CONTRACTOR	The Contractors Name and Address as recorded on the ADRS.
NEW CONTRACTOR	The Contractors Name and Address as recorded on the ADRS.
ACO CD	The Administrative Contracting Officer responsible for the administration of contracts for the CAGE-CD shown.
IS	The Industrial Specialist assigned the production surveillance for the CAGE-CD shown.
CMA	The Contract Management Assistant responsible for administration of the contractor/facility.

PROP ADM	The Property Administrator responsible for property administration applicable to a contractor.
ORG CD	The organizational element within a DCMD to which administration responsibility for the contractor change.
PIIN	The Procurement Instrument Identification Number.
SPIIN	The Supplemental Procurement Instrument Identification Number.
N&A IND	Name and Address Indicator.
PAYEE NAME	Reflects the payee name and address as shown on the PINS.

5.1.3.12 UNPA400B - ACTIVITY ADDRESS FILE LISTING - NAME

a. Data Summary

PURPOSE: This a listing of all non-Government (Contractor) and contractor payee activities address and attribute data contained in the ADRS.

SOURCE OF DATA: N/A

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: As Required

SORT SEQUENCE: Contractor/Payee name in alphabetical sequence. Payee with multiple CAGE-CDs will be numerical within alphabetical sequence.

PAGE BREAK: As page is filled.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA400B	Activity Address Master File List Name Sequence.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	The Contract Administration Office Code having cognizance over the contractors listed in a particular segment of the report.
PAGE	Sequential number of pages within the report.
REPORT NAME IDENT	ADRS Listing - Code Sequence Activity Identity Code.
ACTIVITY NAME AND ADDRESS DATA	The in-the-clear name and address of the contractor.
QS	The Quality Assurance Suspense Code which is input by Quality Assurance to indicate a deleted or suspended contractor.
ADD DTE	The date of last change to the contractors name and/or address.

DCMD	The Defense Contract Management District office within whose boundaries the contractor is located.
CSN	The Contractor Sequence Number Code which is assigned to new contracts input into the system in order to control them in alpha sequence by assigning a numerical sequential number.
CAO	The Contract Administration Office having cognizance over the contractor.
ORG CODE	The element within a DCMD to which administration responsibility of a contractor belongs.
QA CODE	The Quality Assurance Organization Code which represents the division, branch and section having QA cognizance.

REPORT ELEMENT

ELEMENT DESCRIPTION

GPC	<p>The General Performance Code which represents the status of a contractor/facility performance.</p> <p>Blank - No performance reported. A - Satisfactory B - Poor C - Less than Satisfactory</p>
PROV	<p>The QA Provision Code which identifies the highest quality provision to which the contractor is currently required to comply.</p> <p>A - MIL Q 9858 B - NHB 5300.4 (1B) C - MIL I 45208 D - MHB 5300.4 (1C) E - Other</p>
SD	<p>The Status Designator Code which reflects the status of a CAGE-CD.</p>
T	<p>The Type Organizational Entity Code identifies the applicable type of organizational entity.</p> <p>A - H-4-1 & H-4-2 Manufacturers B - Bidders E - H-4-3 NATO F - H-8-1 & H-8-2 Non-Government Organization</p>
F/D	<p>The Foreign Domestic Designator Code designates the location on an organizational entity as to foreign or domestic.</p> <p>1 - Domestic (includes Alaska, Hawaii, and U.S. possessions) 2 - Foreign 3 - Canadian</p>
OED	<p>The Organizational Entity Designator which denotes that conditions exists pertaining to an organizational entity record.</p> <p>% - Denotes CAGE assigned to the parent organization of a corporate complex. G - Denotes CAGE assigned to a Government activity. 3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE record. 4 - Combination of Code 3 and Code 5. 5 - Combination of Code % and Code G. 6 - Combination of Code 3 and Code G. 7 - Combination of Code 3, Code %, and Code G.</p>

ACO	The Administrative Contracting Officer having cognizance of the contractor/facility.
IS	The Industrial Specialist having surveillance of the contractor/facility.
CMA	The Contract Management Assistant having surveillance of the contractor/facility.
TSC	The Transportation Specialist Code responsible for technical support relating to transportation aspects of a contractor/facility.
OEC	The Office of Engineering Code responsible for systems support surveillance of a contract being performed on by a contractor.
PA	The Property Administrator responsible for property administration applicable to a contractor.
QAR	The Quality Assurance Representative performing quality assurance at the contractor/facility.
QF	The Quality Assurance Facility Code which identifies if quality assurance support for a contractor/facility is provided by a resident (R) or a nonresident (N) QAR.
PEC	The Production Engineer providing engineering support to the contractor/facility.
IFC	The Industry Facility office responsible for facilities surveillance of a contractor/facility.
CC	The Commodity Code indicates the predominant commodity manufactured by a contractor/facility.
BC	The Business Category Code depicts the physical and geographical characteristics of a contractor.

REPORT ELEMENT

ELEMENT DESCRIPTION

ATT DTE

The date of last change to contractor's attribute data.

ADDRESS

The words local or transmitted may be entered following this element to indicate address data was input locally or received from DLSC.

ATTRIBUTE DATA

The words local or transmitted may be entered following this report element to indicate attribute data was input locally or received from DLSC.

5.1.3.13 UNPA400C - ADDRESS DATA LINE EXCEEDS 28 POSITIONS

a. Data Summary

PURPOSE:	This list contains those CAGE-CDs whose address data exceeds 28 characters.
SOURCE OF DATA:	N/A
TYPE/MEDIUM:	Standard Paper
FREQUENCY/RETENTION:	As Required - Until Corrections Made
SORT SEQUENCE:	CAGE CDs within a CAO
PAGE BREAK:	CAO-CD change or when page is full.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA400C	Total List of Contractor Street Address Line which exceeds 28 positions.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	The Contract Administration Office Code of the CAO having cognizance of the contractors listed on the report.
PAGE	Sequential number of pages within the report.
REPORT NAME	The list of contractors whose address data exceeds 28 positions. This listing should contain only those addresses which are transmitted by DLSC since all local input is validated before system acceptance of the address.

The data displayed on this report represents the data actually transmitted. One or more of the address lines displayed contains in excess of 28 characters.

5.1.3.14 UNMD110A - ADRS QUALITY ASSURANCE ATTRIBUTE DATA CODE TO NAME

a. Data Summary

PURPOSE: To provide a listing of selected QA Attribute Data in accordance with specific parameters.

SOURCE OF DATA: N/A

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: As Requested

<u>REQUEST CODE</u>	<u>KEY</u>	<u>SEQUENCE</u>
01	CAO	CAO CD, QA ORG
02	QA ORG	QA ORG CD Contractor Name and Address.
03	Facility	Facility Type, Type Contractor Name.
04	Commod- ity	Commodity Code, Code Contractor Name.
05	CAGE-CD	CAGE-CD

<u>REQUEST CODE</u>	<u>KEY</u>	<u>BREAK</u>
01	CAO	End of Report.
02	QA Organ	End of Report.
03	Facility Type	Change in Facility Type.
04	Commod- ity	Change of First Position of Commodity Code.
05	CAGE-CD	End of Report.

b. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD110A	ADRS QA Attribute Data - Code to Name.
DATE	Report Date (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code.
PAGE	Page Number.
REQUEST DATE	Date the inquiry was made (YYMMDD).
RQSTR	The Organization Code to which the response to this inquiry should be transmitted.
INQUIRY TYPE	The identifying code which establishes and describes the nature and limit(s) of the inquiry. The inquiry types are defined as follows: <ul style="list-style-type: none"> 01 - CAO 02 - QA Organization 03 - Facility Type 04 - Commodity Code 05 - CAGE-CD <p>The various formats are described as follows:</p> <p>01 - CAO</p> <p>CAO CODE The Contract Administration Office Organization Code.</p> <p>QA-ORG CODE The Quality Assurance Organization Code which identifies the division, branch, and section of the organization.</p> <p>CONTRACTOR NAME Self-explanatory.</p> <p>CONTRACTOR ADDRESS Self-explanatory.</p> <p>CAGE CD The unique code which identifies the contractor.</p> <p>FACILITY CODE The code indicating whether a facility or activity has a resident or nonresident QA organization.</p> <p>COMMODITY CODE The code identifies a category of supplies, construction or other services.</p>

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
QA PROVISIONS	The code, consisting of a symbol and number, which identifies the highest quality provision of which the contractor is currently required to comply by contract.
QAR CODE	A unique code, locally assigned by each DCMD, which identifies the Quality Assurance Representative.
EFFECTIVE DATE	The effective date is the attribute change date in the ADRS File.
02 - QA ORGANIZATION	
QA ORG CODE	As previously described.
CONTRACTOR NAME	As previously described.
CONTRACTOR ADDRESS	As previously described.
CAGE CODE	As previously described.
FACILITY CODE	As previously described.
COMMODITY CODE	As previously described.
QA PROVISIONS	As previously described.
QAR CODE	As previously described.
CAO CODE	As previously described.
EFFECTIVE DATE	As previously described.
03 - FACILITY TYPE	
FACILITY TYPE	As previously described.
CONTRACTOR NAME	As previously described.
CAGE CODE	As previously described.
QA ORG CODE	As previously described.
COMMODITY CODE	As previously described.
QA PROVISIONS	As previously described.
CAO CODE	As previously described.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
04 - COMMODITY CODE	
COMMODITY CODE	As previously described.
CONTRACTOR NAME	As previously described.
CAGE CODE	As previously described.
QA ORG CODE	As previously described.
FACILITY TYPE	As previously described.
QA PROVISIONS	As previously described.
CAO CODE	As previously described.
05 - CAGE CODE	
CAGE CODE	As previously described
CONTRACTOR NAME	As previously described.
CAO CODE	As previously described.
QA ORG CODE	As previously described.
FACILITY TYPE	As previously described.
QA PROVISIONS	As previously described.
COMMODITY CODE	As previously described.

5.1.3.15 UNMD110B - ADRS QUALITY ASSURANCE ATTRIBUTE DATA - NAME TO CODE

a. Data Summary

PURPOSE: To provide a listing of selected QA Attribute data in accordance with specified parameters.

SOURCE OF DATA: N/A

TYPE/MEDIUM: Standard Paper

FREQUENCY/RETENTION: As Requested

SORT SEQUENCE: Contractor Name

PAGE BREAK: As page is filled.

b. Report Element Description

The report element descriptions are identical to Report UNMD110A, except that UNMD110B consists of a listing by Name to Code and is limited to the following codes:

01 - CAO
02 - QA ORG CODE

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD110B	ADRS QA Attribute Data - Name to Code.
DATE	Report Date (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code.
PAGE	Page Number.
REQUEST DATE (YYMMDD)	Date the inquiry was made.
RQSTR	The organization code to which the response to this inquiry should be transmitted.
INQUIRY TYPE	The identifying code which establishes and describes the nature and limit(s) of the inquiry. The inquiry types are defined as follows: 01 - CAO 02 - QA Organization 03 - Facility Type 04 - Commodity Code 05 - CAGE-CD

c. The various formats are described as follows:

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
01 - CAO	
CONTRACTOR NAME	Self-explanatory.
CONTRACTOR ADDRESS	Self-explanatory.
CAGE CD	The unique code which identifies the contractor.
FACILITY CODE	The code indicating whether a facility or activity has a resident or nonresident QA Organization.
COMMODITY CODE	The code identifies a category of supplies, construction or other services.
<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
QA PROVISIONS	The code, consisting of a symbol and number, which identifies the highest quality provision of which the contractor is currently required to comply by contract.
QAR CODE	A unique code, locally assigned by each DCMD, which identifies the Quality Assurance Representative.
EFFECTIVE DATE	The effective date is the attribute change date in the ADRS File.
02 - QA ORGANIZATION	
QA ORG CODE	As previously described.
CONTRACTOR NAME	As previously described.
CONTRACTOR ADDRESS	As previously described.
CAGE CODE	As previously described.
FACILITY CODE	As previously described.
COMMODITY CODE	As previously described.
QA PROVISIONS	As previously described.
QAR CODE	As previously described.
CAO CODE	As previously described.
EFFECTIVE DATE	As previously described.

5.1.4 RECOVERY AND ERROR CORRECTION PROCEDURES

5.1.4.1 ERROR MESSAGES AND EXPLANATIONS

5.1.4.1.1 ONLINE VALIDATION

The following error messages are used in the validation process for the online system. Below is a listing of all error messages used and their corresponding validation.

<u>ERROR MESSAGE NUMBER</u>	<u>VALIDATION CRITERIA</u>
C00	Commodity Code does not match any entry on TB0010.
C03	Production Surveillance Code does not match an entry on TB0012.
C45	Invalid U.S. ZIP Code.
C46	Invalid Canadian ZIP Code.
E23	PF12 Quick Exit Utilized.
F01	Invalid Function - Please Reenter.
HD1	Invalid ACO.
HD2	Invalid CAO.
HD9	Must be alphanumeric.
HKD	Must be entered, cannot be blank.
HKE	If entered, must be numeric.
HKF	If entered, must be alphabetic.
HLF	Invalid DoDAAC.
HN2	Invalid IS/CMA.
HNB	Invalid CAO-CD.
HXN	Must be blank.
HX1	Invalid function entered.
H01	Must match an entry on TB0096
I52	Entry in CBUD is not one of the elements of this screen.
L78	Invalid State/Country Code - Must match TB0221.

QC5

QA-CMDTY-CD must match CMDTY-CD File.

<u>ERROR MESSAGE NUMBER</u>	<u>VALIDATION CRITERIA</u>
V01	Function Code must 1 through 9.
V02	Must be a five position or six position alphanumeric code.
V03	FUNCTION CD 1 through 5 are selected, an entry of CAGE-CD is required.
V04	FUNCTION CD 6 through 9 are selected, an entry of DoDAAC is required.
V05	Must be A, C, or D.
V06	Must be entered if FUNCTION CD 1, 2, 3, 4, 6, 7, or 8 are selected.
V07	Must be a two position alphanumeric code.
V08	Must be entered if TRANSACTION CD is A on UNKM01.
V09	Must be C or M.
V10	Must be an entry of 28 positions or less.
V11	Must be an entry of 28 characters per line.
V12	The city name entered cannot exceed 12.
V13	Must be two position State Code or a three position Country Code.
V14	Must be a five or nine position numeric code or a six position alphanumeric code.
V15	Must be a two position alphanumeric code.
V16	Must be A, B, C, D, F, L, M, U, V, or Z.
V17	Must be a six position numeric date.
V18	Must be greater than the current date.
V19	Must be a valid month (01-12).
V20	Must be a valid day within the month specified.
V21	Must be a five position alphanumeric code.
V22	The CAGE-CD entered cannot exist on the ADRS.
V23	Must be a three position alphanumeric code.

<u>ERROR MESSAGE NUMBER</u>	<u>VALIDATION CRITERIA</u>
V24	Must be N, R, or blank.
V25	Must be N or R if QA-ORG-CD is blank.
V26	Must be a three character alphanumeric code.
V27	Must match an entry on TB0108.
V28	Must be 30 alpha characters or less.
V29	Must be entered if an entry was made in QA REPRESENTATIVE CD.
V30	Must be a one position alpha character.
V31	Must match an entry on TB0104.
V32	Must be 40 alphabetic characters or less.
V33	Must be entered if an entry was made in PRIME COMMODITY CD.
V34	Must match an entry on TB0107.
V35	Must be 30 alphabetic characters or less.
V36	Must be entered if PRIME QA PROVISION CD contains an entry.
V37	Must be a nine position numeric code.
V38	Must be alphabetic characters of 28 positions or less.
V39	Cannot exceed 35 alphanumeric characters per line.
V40	Must be six position alphanumeric code.
V41	Must be a one position alphanumeric code of 1, 2, 3, 4, P, M, A, =, or a space.
V42	Must be R, A, or P.
V43	Must be O or D.
V44	Must be entered if an entry was made in Address Lines 2, 3, and 4.
V45	Must be a seven position alphanumeric code.
V46	The code entered in PRIME COMMRI may not match the SECONDARY COMMRI.
V47	The code entered in SECONDARY COMMRI may not match the PRIME COMMRI.

5.1.4.1.2 GENERAL VALIDATION REQUIREMENTS ON CAGE CODES RECEIVED FROM DLSC

These general validation criteria and error messages are to be used when reviewing rejects from the CAGE REJECT LIST. Error messages that indicate missing segments and nonsequential codes refer to the omission of part of a record. Contact with the issuing office at DLSC should be made on these errors and a retransmission of corrected data obtained.

<u>ERROR MESSAGES</u>	<u>VALIDATION CRITERIA</u>
CAGE UNMATCHED	All cards of a set must be identical.
NON-SEQUENTIAL 7, 8	Must be EA for a one card set. CA, CB, CC, etc., for multiple card set terminated by card with E in position seven and a sequential alpha in position eight.
1, 8 or 10 SEGMENTS MISSING	1, 8, and 10 segments must be present.
INVALID SEGMENT NO.	Segment must be 1-10.
INVALID ZIP CODE	ZIP Code does not match format for Segment 10.
INVALID CAO CODE	CAO in Segment 10 must be 6A/N with no spaces included.
INVALID ADP POINT	ADP Point in Segment 10 must be 6A/N with no spaces included.
1,8 OR SEG MISSING	Segments 1, 8, and 10 must all be present to convert data into MDA-type formats.
INVALID SEGMENT NUMBER	Segment number is either missing or unidentifiable.
INVALID ZIP CODE	ZIP Code does not match format.
INVALID CAO CODE	CAO Code does not match parameters.
INVALID ADP POINT	ADP Point does not match parameters.
NON-SEQUENTIAL 7, 8	Sequence of the original transmission has been destroyed. Transaction cannot be processed.
TRAN CODE INVALID	Transaction Code must be 001, 003, or 005.
CAGE MISMATCHED	CAGE is not matched to the remainder of the address set.
VAL LIMIT EXCEEDED	Address set exceeds 10 cards and cannot be handled.

5.1.4.1.3 CAGE TRANSMISSIONS

ERROR MESSAGES

VALIDATION CRITERIA

1, 8, OR 10 SEG MISSING

Segments 1, 8, and 10 must all be present to covert data into MDA-type formats.

INVALID SEGMENT NUMBER

Segment number is either missing or unidentifiable.

INVALID ZIP CODE

ZIP Code does not match format.

INVALID CAO CODE

CAO Code does not match parameters.

INVALID ADP POINT

ADP Point does not match parameters.

NON-SEQUENTIAL 7, 8

Sequence of the original transmission has been destroyed. Transaction cannot be processed.

TRAN CODE INVALID

Transaction Code must be 001, 003, or 005.

CAGE MISMATCHED

CAGE is not matched to the remainder of the address set.

VAL LIMIT EXCEEDED

Address set exceeds 10 cards and cannot be handled.

5.1.4.1.4 DoDAAD TRANSMISSIONS

<u>ERROR MESSAGES</u>	<u>VALIDATION CRITERIA</u>
RECYCLING	A COMMRI input from DAASO has no matching master and will recycle and appear every 30 days.
DELETED FROM RECYCLE	A COMMRI has been deleted from the recycle file.
UNMATCHED TO RECYCLE	A transaction change to the recycle file does not match any recycling record.
CANNOT IDENTIFY	These transactions have control type errors and cannot be related to any specific records.
ADDRESS LINES REJECT	Address lines rejected causing a failure to establish this transaction master.
TRANSACTION MATCHES TYPE 1	A Type 3 address has been input and a Type 1 address exists.
DUP TRAN SUB	A duplicate transmission has been submitted.
DATA MISSING/INCORRECT	Data is incorrect or omitted. Asterisk invalid data and/or where data is missing.
WRONG SEQ NO	Number in the last position is incorrect. Asterisk at last position.
NO MATCHING MSTs	Transaction does not match existing master.
CONTRACTS ARE OPEN	ACO, IS, and PCC Codes will not delete as there are contracts open on the PINV File.
TRAN CODE INVALID	Transaction Code must be 001, 003, or 005.
CAGE MISMATCHED	CAGE is not matched to the remainder of the address set.
VAL LIMIT EXCEEDED	Address set exceeds 10 cards and cannot be handled.
RECYCLING	A COMMRI input from DAASO has no matching master and will recycle and appear every 30 days.
DELETED FROM RECYCLE	A COMMRI has been deleted from the recycle file.

ERROR MESSAGES

UNMATCHED TO RECYCLE

CANNOT IDENTIFY

ADDRESS LINES REJECT

TRANSACTION MATCHES TYPE 1

DUP TRAN SUB

DATA MISSING/INCORRECT

WRONG SEQ NO

NO MATCHING MSTs

CONTRACTS ARE OPEN

VALIDATION CRITERIA

A transaction change to the recycle file does not match any recycling record.

These transactions have control type errors and cannot be related to any specific records.

Address lines rejected causing a failure to establish this transaction master.

A Type 3 address has been input and a Type 1 address exists.

A duplicate transmission has been submitted.

Data is incorrect or omitted. Asterisk invalid data and/or where data is missing.

Number in the last position is incorrect. Asterisk at last position.

Transaction does not match existing master.

ACO, IS, and PCC Codes will not delete as there are contracts open on the PINV File. Asterisks at the ACO Code, IS Code, and PCC Code.

CHAPTER 2 APPROPRIATION MASTER FILE

5.2.1 CHAPTER OVERVIEW

5.2.1.1 PURPOSE OF APPROPRIATION MASTER FILE

a. The primary purpose of the Appropriation Master File is to provide data used in the contract abstract validation process of the Accounting Classification Record. Additionally, data contained in these files are used in the creation of subvouchers and in the preparation of Accrued Expenditure reports.

b. This chapter provides the detailed data input procedures for Appropriation Master File transactions, a detailed description of the output products generated as a result of the input and the error correction procedures to correct erroneous input transactions.

5.2.2 MAINTAINING THE APPROPRIATION MASTER (APRS) FILE

a. The Appropriation Master File for Army, Air Force, and DLA will continue to be established manually by DFAS-Columbus, based on data supplied from DFAS-Indianapolis and DFAS-Denver.

b. Navy appropriation data will be provided systemically by DFAS-Cleveland so that it automatically updates the APRS. This data will not include a fund code. ADD transactions which match a line already on the APRS at service/appropriation will take the fund code from that line and be added to the file. If no match is found, the data will reject to a recycle file and Report UNJK010C will be produced showing the rejects. DFAS-Columbus can then add the rejects to the APRS by entering a fund code via Screen UNAP14.

c. DELETE transactions must match lines on the APRS on every data element or they will be rejected. If an appropriation is deleted, the system will check the CLR to assure there are no contracts with ULO for the deleted appropriation and, if there are such contracts, the appropriation will be flagged for deletion, but will not be removed from the APRS until all such ULOs are reduced to zero. Flagged deletions will appear on Report UNJK010D with an F in the auto/manual field.

d. A delete transaction for which there are no contracts with ULO will be removed from the APRS and appear on UNJK010D with an A in the auto/manual field if it was received from DFAS-Cleveland, and an M if it was manually input.

e. Appropriations can be deleted from the reject file via Screen UNAP20. These deletions will appear on Report UNJK010E.

5.2.3 ACCOUNTING CLASSIFICATION DATA SCREENS

The following screens are used to manually add, change, and delete appropriations from the APRS.

5.2.3.1 UNAP01 - ACCOUNTING CLASSIFICATION DATA ENTRY MENU

a. GENERAL - This menu screen allows access to all the master appropriation file update functions. It is accessed through Option 15 on Screen UNAA20, Financial Data Entry Menu.

b. SCREEN FORMAT - Figure 5-20 is a sample screen format for UNAP01.

```
*****
*****
UNAP01                ACCOUNTING CLASSIFICATION DATA ENTRY MENU

                                RGS COSE:

    COMPUTER BASED USER DOCUMENTATION.....A
    ACCOUNTING CLASSIFICATION UPDATE MENU.....B
    APRS REJECT FILE INQUIRY/DELETE.....C
    MASTER APPROPRIATION FILE INQUIRY MENU.....D
    DAYS ON REJECT FILE.....E
    TERMINATE THIS FACILITY.....PA2

                                FUNCTION: X
```

```
*****
*****
                                Figure 5-20
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FUNCTION	FUNCTION (1A/N) - Enter A, B, C, D, or E.

5.2.3.2 UNAP10 - ACCOUNTING CLASSIFICATION UPDATE MENU

a. GENERAL - This is the menu screen for accessing each service's accounting classification update screen. It is accessed through Option B on Screen UNAP01, Accounting Classification Data Entry Menu.

b. SCREEN FORMAT - Figure 5-21 is a sample screen format for UNAP10.

```
*****
*****
UNAP10          ACCOUNTING CLASSIFICATION UPDATE MENU

                BATCH STATUS INQUIRY.....B

                MODE XC.....X

                ARMY.....1

                AIR FORCE.....2

                DLA.....3

                NAVY.....4
```

FUNCTION: X

BATCH ID: XXXXXX

```
*****
*****
                Figure 5-21
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FUNCTION	FUNCTION (1A/N) - Enter X, 1, 2, 3, or 4.
BATCH ID	BATCH IDENTIFICATION (6A/N) - Must be entered.

5.2.3.3 UNAP11 - ARMY ACCOUNTING CLASSIFICATION UPDATE

a. GENERAL - This screen allows update of Army appropriations. It is accessed through Function 1 on Screen UNAP10, Accounting Classification Update Menu.

b. SCREEN FORMAT - Figure 5-22 is a sample screen format for UNAP11.

```
*****
*****
UNAP11                ARMY ACCOUNTING CLASSIFICATION UPDATE

FIC: NFA              APPROP: XXXXXXXXXXXX

SVC-CD: X

ARMY

FUND-CD: XX

LMT-SUBH: XXXX

ACTION CODE: X

Delete Record? X

*****
*****
```

Figure 5-22

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APPROP	APPROPRIATION (10A/N) - Must be entered. This is the only field which can be changed if action code is C.
SVC-CD	SERVICE CODE (1N) - Must be 1 or 5 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter or leave blank.
ACTION CODE	ACTION CODE (1A) - Enter A, C, D, or U.
DELETE RECORD	DELETE RECORD (1A) - Enter Y or leave blank.

5.2.3.4 UNAP12 - AIR FORCE ACCOUNTING CLASSIFICATION UPDATE

a. GENERAL - This screen allows update of Air Force appropriations. It is accessed through Function 2 on Screen UNAP10, Accounting Classification Update Menu.

b. SCREEN FORMAT - Figure 5-23 is a sample screen format for UNAP12.

```
*****
*****
UNAP12                AIR FORCE ACCOUNTING CLASSIFICATION UPDATE

FIC: NFA              APPROP: XXXXXXXXXXXX

SVC-CD: X

AIR FORCE

FUND-CD: XX          LMT-SUBH: XXXX

PROG-YR: X           OAC: XX

BPAC: XXXXXX        ACTION-CD: X

Delete Record? X

*****
*****
```

Figure 5-23

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APPROP	APPROPRIATION (10A/N) - Must be entered. This is the only field which can be changed if action code is C.
SVC-CD	SERVICE CODE (1N) - Must be 2 or 6 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter or leave blank.
PROG-YR	PROGRAM YEAR (1A/N) - Enter or leave blank.
OAC:	OPERATING AGENCY CODE (2A/N) - Enter or leave blank.
BPAC	BUDGET PROJECT ACTIVITY CODE (6A/N) - Enter or leave blank.
ACTION CODE	ACTION CODE (1A) - Enter A, C, D, or U.
DELETE RECORD	DELETE RECORD (1A) - Enter Y or leave blank.

5.2.3.5 UNAP13 - DLA ACCOUNTING CLASSIFICATION UPDATE

a. GENERAL - This screen allows update of DLA appropriations. It is accessed through Function 3 on Screen UNAP10, Accounting Classification Update Menu.

b. SCREEN FORMAT - Figure 5-24 is a sample screen format for UNAP13.

```
*****
*****
UNAP13                DLA ACCOUNTING CLASSIFICATION UPDATE

FIC: NFA                APPROP: XXXXXXXXXXXX

SVC-CD: X

DLA/OSD

FUND-CD: XX          LMT-SUBH: XXXX

ACTION CODE: X

Delete Record? X
```

```
*****
*****
                        Figure 5-24
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APPROP	APPROPRIATION (10A/N) - Must be entered. This is the only field which can be changed if action code is C.
SVC-CD	SERVICE CODE (1N) - Must be 3 or 7 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter or leave blank.
ACTION CODE	ACTION CODE (1A) - Enter A, C, D, or U.
DELETE RECORD	DELETE RECORD (1A) - Enter Y or leave blank.

5.2.3.6 UNAP14 - NAVY ACCOUNTING CLASSIFICATION UPDATE

a. GENERAL - This screen allows update of Navy appropriations. It is accessed through Function 4 on Screen UNAP10, Accounting Classification Update Menu.

b. SCREEN FORMAT - Figure 5-25 is a sample screen format for UNAP14.

```
*****
*****
UNAP14              NAVY ACCOUNTING CLASSIFICATION UPDATE

FIC: NFA           APPROP: XXXXXXXXXXXX

SVC-CD: X

NAVY

FUND-CD: XX

LIMIT: XXXX

AUTH ACCOUNTING ACTIVITY: XXXXXX

ACTION CODE: X

Delete Record? X
```

```
*****
*****
```

Figure 5-25

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APPROP	APPROPRIATION (10A/N) - Must be entered. This is the only field which can be changed if action code is C.
SVC-CD	SERVICE CODE (1N) - Must be 4 or 8 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
LIMIT	LIMIT (4A/N) - Enter or leave blank.
AUTH ACCOUNTING ACTIVITY	AUTHORIZATION ACCOUNTING ACTIVITY (6A/N) - Enter or leave blank.
ACTION CODE	ACTION CODE (1A) - Enter A, C, D, or U.
DELETE RECORD	DELETE RECORD (1A) - Enter Y or leave blank.

5.2.4 APRS REJECT FILE

This screen is used to inquire the APRS reject file and to delete items from the file.

5.2.4.1 UNAP20 - APRS REJECT FILE INQIRY/DELETE

a. GENERAL - This screen displays appropriation data which DFAS-Indianapolis and DFAS-Cleveland transmitted to DFAS-Columbus to automatically update the master appropriation file, but which, for some reason, has rejected, most likely, for lack of a fund code. It is accessed by selection of Option C on Screen UNAP01, Accounting Classification Data Entry Menu.

b. SCREEN FORMAT - Figure 5-26 is a sample screen format for UNAP20.

```
*****
*****
UNAP20                                APRS REJECT FILE INQUIRY/DELETE

      SERVICE      DEPARTMENT      FISCAL      BASIC
      CODE         CODE         YEAR       SYMBOL
      X           XX XX           X           XXXX

DELETE  DEPT  APPROPRIATION  LIMIT  ACCTG ST  TRANS  REJECT DT
X       X     XXXXXXXXXXXX  XXXX   XXXXXX   ADD    XXXX XXX
X       X     XXXXXXXXXXXX  XXXX   XXXXXX   ADD    XXXX XXX
X       X     XXXXXXXXXXXX  XXXX   XXXXXX   ADD    XXXX XXX
X       X     XXXXXXXXXXXX  XXXX   XXXXXX   DEL    XXXX XXX
X       X     XXXXXXXXXXXX  XXXX   XXXXXX   DEL    XXXX XXX
```

```
*****
*****
```

Figure 5-26

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SERVICE CODE	SERVICE CODE (1N) - Enter 1, 2, 3, 4, 5, 6, 7, or 8.
DEPARTMENT CODE	DEPARTMENT CODE (2N, 2N) - Enter or leave blank.
FISCAL YEAR	FISCAL YEAR (1A/N) - Enter or leave blank.
BASIC SYMBOL	BASIC SYMBOL (4A/N) - Enter or leave blank.
DELETE	DELETE (1A) - Enter X to delete this appropriation from the reject file, or leave blank.
DEPT	DEPARTMENT - System generated and protected.
APPROPRIATION	APPROPRIATION - System generated and protected.

DATA ELEMENTINPUT INSTRUCTIONS

LIMIT

LIMIT - System generated and protected.

ACCTG STA

ACCOUNTING STATION - System generated and protected.

TRANS

TRANSACTION - System generated and protected.

REJECT DT

REJECT DATE - System generated and protected.

5.2.5 MASTER APPROPRIATION FILE INQUIRIES

The following screens are used for making inquiries of the master appropriation file.

5.2.5.1 UNAP30 - MASTER APPROPRIATION FILE INQUIRY MENU

a. GENERAL - This is the menu screen to get to the appropriation inquiry screens for each service. It is accessed through Function D on Screen UNAP01, Accounting Classification Data Entry Menu.

b. SCREEN FORMAT - Figure 5-27 is a sample screen format for UNAP30.

```
*****
*****
UNAP30          MASTER APPROPRIATION FILE INQUIRY MENU

                COMPUTER BASED USER DOCUMENTATION.....A

                *   ARMY.....1
                *   AIR FORCE.....2
                *   DLA.....3
                *   NAVY.....4
```

FUNCTION: X

```
*****
*****
```

Figure 5-27

c. INPUT INSTRUCTIONS

DATA ELEMENT

INPUT INSTRUCTIONS

FUNCTION

FUNCTION (1A/N) - Must be 1, 2, 3, or 4.

5.2.5.2 UNAP31 - ARMY MASTER APPROPRIATION FILE INQUIRY MENU

a. GENERAL - This screen allows inquiry of Army appropriations on the APRS. It is accessed through Function 1 on Screen UNAP30, Master Appropriation File Inquiry Menu.

b. SCREEN FORMAT - Figure 5-28 is a sample screen format for UNAP31.

```
*****
*****
UNAP31          ARMY MASTER APPROPRIATION FILE INQUIRY MENU
```

* SVC-CD: X

* FUND-CD: XX

OPTIONAL INQUIRY LEVEL (SELECT ONE OR MORE LISTED BELOW)

APPROP: XXXXXXXXXXXX LIMIT-SUBH: XXXX

* INPUT IS REQUIRED

```
*****
*****
Figure 5-28
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SVC-CD	SERVICE CODE (1N) - Must be 1 or 5 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
APPROP	APPROPRIATION (10A/N) - Enter or leave blank.
LIMIT-SUBH	LIMIT SUBHEAD (4A/N) - Enter or leave blank.

5.2.5.3 UNAP32 - ARMY MASTER APPROPRIATION FILE INQUIRY DISPLAY

a. GENERAL - This screen displays appropriation data based on the inquiry entered on Screen UNAP31.

b. SCREEN FORMAT - Figure 5-29 is a sample screen format for UNAP32.

```
*****
*****
UNAP32          ARMY MASTER APPROPRIATION FILE INQUIRY DISPALY
```

<u>SERVICE</u> <u>CODE</u>	<u>FUND</u> <u>CODE</u>	<u>APPROPRIATION</u>	<u>LIMIT</u> <u>SUBH</u>	<u>FLAGGED</u> <u>FOR DELETE</u>
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X

PRESS ENTER TO VIEW MORE DATA OR PA2 TO EXIT

```
*****
*****
```

Figure 5-29

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SERVICE CODE	SERVICE CODE (1N) - System generated and protected.
FUND CODE	FUND CODE (2A/N) - System generated and protected.
APPROPRIATION	APPROPRIATION (10A/N) - System generated and protected.
LIMIT SUBH	LIMIT SUBH (4A/N) - System generated and protected.
FLAGGED FOR DELETE	FLAGGED FOR DELETION (1A) - System generated and protected.

5.2.5.4 UNAP33 - AIR FORCE MASTER APPROPRIATION FILE INQUIRY MENU

a. GENERAL - This screen allows inquiry of Air Force appropriations on the APRS. It is accessed through Function 2 on Screen UNAP30, Master Appropriation File Inquiry Menu.

b. SCREEN FORMAT - Figure 5-30 is a sample screen format for UNAP33.

```
*****
*****
UNAP33          AIR FORCE MASTER APPROPRIATION FILE INQUIRY MENU
```

* SVC-CD: X

* FUND-CD: XX

OPTIONAL INQUIRY LEVEL (SELECT ONE OR MORE LISTED BELOW)

APPROP: XXXXXXXXXXXX LIMIT-SUBH: XXXX

PROG-YR: X

OAC: XX

BPAC: XXXXXX

* INPUT IS REQUIRED

```
*****
*****
```

Figure 5-30

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SVC-CD	SERVICE CODE (1N) - Must be 2 or 6 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
APPROP	APPROPRIATION (10A/N) - Enter or leave blank.
LIMIT-SUBH	LIMIT SUBHEAD (4A/N) - Enter or leave blank.
PROG-YR	PROGRAM YEAR (1A/N) - Enter or leave blank.
OAC	OPERATING AGENCY CODE (2A/N) - Enter or leave blank.
BPAC	BUDGET PROJECT (6A/N) - Enter or leave blank.

5.2.5.5 UNAP34 - AIR FORCE MASTER APPROPRIATION FILE INQUIRY DISPLAY

a. GENERAL - This screen displays appropriation data based on the inquiry entered on Screen UNAP33.

b. SCREEN FORMAT - Figure 5-31 is a sample screen format for UNAP34.

```
*****
*****
UNAP34      AIR FORCE MASTER APPROPRIATION FILE INQUIRY DISPLAY
```

<u>SERVICE</u> <u>CODE</u>	<u>FUND</u> <u>CODE</u>	<u>APPROPRIATION</u>	<u>LIMIT</u> <u>SUBH</u>	<u>P</u> <u>Y</u>	<u>OAC</u>	<u>BPAC</u>	<u>FLAGGED</u> <u>FOR DELETE</u>
X	XX	XXXXXXXXXX	XXXX	X	XX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	X	XX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	X	XX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	X	XX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	X	XX	XXXXXX	X

PRESS ENTER TO VIEW MORE DATA OR PA2 TO EXIT

```
*****
*****
Figure 5-31
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SERVICE CODE	SERVICE CODE (1N) - System generated and protected.
FUND CODE	FUND CODE (2A/N) - System generated and protected.
APPROPRIATION	APPROPRIATION (10A/N) - System generated and protected.
LIMIT SUBH	LIMIT SUBH (4A/N) - System generated and protected.
PY	PROGRAM YEAR (1A/N) - System generated and protected.
OAC	OPERATING AGENCY CODE (2A/N) - System generated and protected.
BPAC	BUDGET PROJECT (6A/N) - System generated and protected.
FLAGGED FOR DELETE	FLAGGED FOR DELETION (1A) - System generated and protected.

5.2.5.6 UNAP35 - DLA MASTER APPROPRIATION FILE INQUIRY MENU

a. GENERAL - This screen allows inquiry of DLA appropriations on the APRS. It is accessed through Function 3 on Screen UNAP30, Master Appropriation File Inquiry Menu.

b. SCREEN FORMAT - Figure 5-32 is a sample screen format for UNAP35.

```
*****
*****
UNAP35          DLA MASTER APPROPRIATION FILE INQUIRY MENU
```

* SVC-CD: X

* FUND-CD: XX

OPTIONAL INQUIRY LEVEL (SELECT ONE OR MORE LISTED BELOW)

APPROP: XXXXXXXXXXXX

LIMIT-SUBH: XXXX

* INPUT IS REQUIRED

```
*****
*****
```

Figure 5-32

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SVC-CD	SERVICE CODE (1N) - Must be 3 or 8 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
APPROP	APPROPRIATION (10A/N) - Enter or leave blank.
LIMIT-SUBH	LIMIT SUBHEAD (4A/N) - Enter or leave blank.

5.2.5.7 UNAP36 - DLA MASTER APPROPRIATION FILE INQUIRY DISPLAY

a. GENERAL - This screen displays appropriation data based on the inquiry entered on Screen UNAP35.

b. SCREEN FORMAT - Figure 5-33 is a sample screen format for UNAP36.

```
*****
*****
UNAP36          DLA MASTER APPROPRIATION FILE INQUIRY DISPLAY
```

<u>SERVICE CODE</u>	<u>FUND CODE</u>	<u>APPROPRIATION</u>	<u>LIMIT SUBH</u>	<u>FLAGGED FOR DELETE</u>
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X
X	XX	XXXXXXXXXX	XXXX	X

PRESS ENTER TO VIEW MORE DATA OR PA2 TO EXIT

```
*****
*****
```

Figure 5-33

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SERVICE CODE	SERVICE CODE (1N) - System generated and protected.
FUND CODE	FUND CODE (2A/N) - System generated and protected.
APPROPRIATION	APPROPRIATION (10A/N) - System generated and protected.
LIMIT SUBH	LIMIT SUBH (4A/N) - System generated and protected.
FLAGGED FOR DELETE	FLAGGED FOR DELETION (1A) - System generated and protected.

5.2.5.8 UNAP37 - NAVY MASTER APPROPRIATION FILE INQUIRY MENU

a. GENERAL - This screen allows inquiry of NAVY appropriations on the APRS. It is accessed through Function 4 on Screen UNAP30, Master Appropriation File Inquiry Menu.

b. SCREEN FORMAT - Figure 5-34 is a sample screen format for UNAP37.

```
*****
*****
UNAP37              NAVY MASTER APPROPRIATION FILE INQUIRY MENU
```

* SVC-CD: X

* FUND-CD: XX

OPTIONAL INQUIRY LEVEL (SELECT ONE OR MORE LISTED BELOW)

APPROP: XXXXXXXXXXXX LIMIT-SUBH: XXXX

AUTHORIZATION ACCOUNTING ACTIVITY: XXXXXX

* INPUT IS REQUIRED

```
*****
*****
```

Figure 5-34

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SVC-CD	SERVICE CODE (1N) - Must be 3 OR 8 (Canadian).
FUND-CD	FUND CODE (2A/N) - Must be entered.
APPROP	APPROPRIATION (10A/N) - Enter or leave blank.
LIMIT-SUBH	LIMIT SUBHEAD (4A/N) - Enter or leave blank.
AUTHORIZATION ACCOUNTING ACTIVITY	AUTHORIZATION ACCOUNTING ACTIVITY (6A/N) - Enter or leave blank.

5.2.5.9 UNAP38 - NAVY MASTER APPROPRIATION FILE INQUIRY DISPLAY

a. GENERAL - This screen displays appropriation data based on the inquiry entered on Screen UNAP37.

b. SCREEN FORMAT - Figure 5-35 is a sample screen format for UNAP38.

```
*****
*****
UNAP38          NAVY MASTER APPROPRIATION FILE INQUIRY DISPALY
```

<u>SERVICE</u> <u>CODE</u>	<u>FUND</u> <u>CODE</u>	<u>APPROPRIATION</u>	<u>LIMIT</u> <u>SUBH</u>	<u>AUTH</u> <u>ACCTG ACT</u>	<u>FLAGGED</u> <u>FOR DELETE</u>
X	XX	XXXXXXXXXX	XXXX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	XXXXXX	X
X	XX	XXXXXXXXXX	XXXX	XXXXXX	X

PRESS ENTER TO VIEW MORE DATA OR PA2 TO EXIT

```
*****
*****
```

Figure 5-35

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SERVICE CODE	SERVICE CODE (1N) - System generated and protected.
FUND CODE	FUND CODE (2A/N) - System generated and protected.
APPROPRIATION	APPROPRIATION (10A/N) - System generated and protected.
LIMIT SUBH	LIMIT SUBH (4A/N) - System generated and protected.
AUTH ACCTG ACT	AUTHORIZATION ACCOUNTING ACTIVITY (6A/N) - System generated and protected.
FLAGGED FOR DELETE	FLAGGED FOR DELETION (1A) - System generated and protected.

5.2.6 DAYS ON APRS REJECT FILE

5.2.6.1 UNAP40 - DAYS ON APRS REJECT FILE

a. GENERAL - This screen allows DFAS to set the number of days which rejected APRS updates recycle on their reject file. It is accessed by selection of Option E on Screen UNAP01, Accounting Classification Data Entry Menu.

b. SCREEN FORMAT - Figure 5-36 is a sample screen format for UNAP40.

```
*****
*****
UNAP40                                DAYS ON APRS REJECT FILE
```

```

                                CURRENT NUMBER OF DAYS: XXX
                                REVISED NUMBER OF DAYS: XXX
```

```
*****
*****
                                Figure 5-36
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CURRENT NUMBER OF DAYS	CURRENT NUMBER OF DAYS ON RECYCLE FILE (3N) - System generated and protected.
REVISED NUMBER OF DAYS	REVISED NUMBER OF DAYS ON RECYCLE FILE (3N) - Enter a number to change, or leave blank to remain the same.

5.2.7 OUTPUT PRODUCTS

a. The Appropriation Master File manual update process generates two reports for use by functional personnel in monitoring the data contained in the file. These reports are:

(1) Accounting Classification Update Report - UNJK010A.

(2) Accounting Classification Master List - UNJK010B.

b. The following paragraphs discuss each of the reports generated from the Contract Abstract processing. Each report paragraph has three separate sections:

(1) Report Data Summary - Provides an overall description of the use, frequency, and additional report details.

(2) Copy of Sample Report, which is found in part 16 of this manual.

(3) Report Element Descriptions - Each report data element is fully described in the order that each element appears on the report. These report element descriptions are located in part 16 of this manual.

5.2.7.1 UNJK010A - ACCOUNTING CLASSIFICATION UPDATE REPORT

DATA SUMMARY

PURPOSE:	To reflect the action taken on all transactions manually input to update the Appropriation Master Data Base.
SOURCE OF DATA:	Screens UNAP11, UNAP12, UNAP13, and UNAP14
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Locally Determined
SORT SEQUENCE:	Appropriation
PAGE BREAK:	When Page is Full.

5.2.7.2 UNJK010B - ACCOUNTING CLASSIFICATION MASTER REPORT

DATA SUMMARY

PURPOSE: To provide visibility of all accounting classification data in the data base.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Locally Determined

ADDITIONAL INFORMATION: If this report is required a request must be made to the systems office to have the report produced.

SORT SEQUENCE: Primary Sort Key - Service Code
Secondary Sort Key - Based upon the Service Code as follows:

<u>SERVICE CODE</u>	<u>SECONDARY SORT KEY</u>
1 or 5	Fund Code Limit/Subhead
2 or 6	Fund Code Limit/Subhead Program Year Operating Agency Code Budget Program Activity Code
3 or 7	Fund Code Limit/Subhead
4 or 8	Fund Code Limit/Subhead Authorized Acctg Activity

PAGE BREAK: When Page is Full.

TOTAL: None

5.2.8 RECOVERY AND ERROR CORRECTION PROCEDURES

a. GENERAL - The error messages and corresponding validation criteria for the mainframe validation of the Appropriation Master File Update Transactions are found below. The messages are provided by data element. If a particular data element is not validated it will be so stated.

b. ERROR CORRECTION - Failure to pass the validation criteria results in the transaction being rejected. There is no recovery process requiring the rejected transaction to be reinput.

5.2.8.1 ACCOUNTING CLASSIFICATION UPDATE RECORD ERRORS

ERROR MESSAGE

VALIDATION CRITERIA

FORMAT IDENTIFIER CODE

INVALID FIC
APPROPRIATION
(No validation)

The Format Identifier Code must be NFA.

SERVICE CODE
INVALID DEPT CODE
ACTION CODE

The Service Code must be 1-8.

INVALID ACTION CODE

The Action Code field must contain an alpha A, C, D or U.

ADD TO AN EXISTING
MASTER

If the Action Code is A, this record must not match an existing record on the data base.

CHANGE TO A NON-
EXISTING MSTR

If the Action Code is C, this record must match an existing record on the data base.

DELETE TO A NON-
EXISTING MASTER

If the Action Code is D, this record must match an existing record on the data base.

ARMY FORMAT

FUND CODE
(No validation)

LIMIT/SUBHEAD
(No validation)

ERROR MESSAGE

VALIDATION CRITERIA

AIR FORCE FORMAT

FUND CODE
(No validation)

LIMIT/SUBHEAD
(No validation)

PROGRAM YEAR
(No validation)

OPERATING AGENCY CODE
(No validation)

BUDGET PROGRAM ACTIVITY CODE
(No validation)

DLA/OSD FORMAT

FUND CODE
(No validation)

LIMIT/SUBHEAD
(No validation)

NAVY FORMAT

FUND CODE
(No validation)

CHAPTER 3 CONTRACT DATA INPUT TABLES

5.3.1 CHAPTER OVERVIEW

5.3.1.1 PURPOSE OF CONTRACT DATA INPUT TABLES

a. The primary purpose of the Contract Data Input Tables is to provide data used in the contract abstract validation process. Additionally data contained in the tables is used in the routing of reports, MILSCAP Abstracts and Shipment Performance Notices.

b. This chapter provides the detailed data input procedures for Contract Data Input Table transactions, a detailed description of the output products generated as a result of the input and the error correction procedures to correct erroneous input transactions.

5.3.2 CDIS INPUT PROCEDURES

a. The Contract Data Input Tables (CDIT) include six records each used for a specific purpose as follows:

(1) Record 1 format represents a cross-reference of Buying Activity Codes to Department Codes. The record 1 format is used in Contract Abstract processing to generate the Department Code field based upon the Buying Activity Code entered in the abstract transaction or generated by the system based upon the Purchasing Office Code.

(2) Record 4 format represents a list of valid two position Buying Activity Codes from DAR Appendix N. The record 4 format is used in the Contract Abstract validation process to ensure the first two positions of a call/order are a valid Buying Activity Code when they are other than two numerics.

(3) Record 9 format represents a cross-reference of Purchasing Office Codes to Buying Activity Codes. The record 9 format is used in the Contract Abstract process to generate the Buying Activity Code based upon the first six positions of the PIIN.

(4) Record T format represents a cross-reference of Reading Group Specialist Codes to CAO Organization Codes. The record T format is used to validate the RGS Code field on various input transactions and to route accepted and rejected transaction reports resulting from validation processes.

(5) Record A format represents a cross-reference of Buying Activity Codes and Reverse Abstract Recipient ADP Points. The record A format is used to identify participants in the reverse abstracting process and provide the necessary code to route the abstract transaction to the appropriate purchasing office.

(6) Record B format represents a cross-reference of Item/Project Manager to the SPN Recipient ADP Point. The record B format is used to identify participants in the SPN process (other than DLA Activities which all participate) and provide the necessary code to route the SPN to the appropriate purchasing office.

b. The following paragraph provides detailed instructions on the establishment of these records, changing and deleting established records.

5.3.2.1 SA0001 - SYSTEM ADMINISTRATION FACILITY MENU

a. GENERAL - To access Maintain CDIS Data you must enter function 4 on screen SA0001- System Administration Facility.

b. SCREEN FORMAT - Figure 5-37 is a sample screen format for SA0001.

SA0001

SYSTEM ADMINISTRATION FACILITY

COMPUTER BASED USER DOCUMENTATION (CBUD) .0
USER INFORMATION.....1
TABLE MANAGEMENT SYSTEM.....2
MAINTAIN MESSAGES.....3
MAINTAIN CDIS DATA.....4
CONTRACT ACTIVITY FILE DELETE (CAMP)5
RESPONSE TIME STATISTICS.....6
PROFILE LOAD OF SECURITY SYSTEM.....7

TERMINATE.....PA2

FUNCTION:

FIGURE 5-37

c. INPUT INSTRUCTIONS

DATA ELEMENT

INPUT INSTRUCTIONS

FUNCTION

Enter function 4 for Maintain CDIS Data

5.3.2.2 UNCD10 - MAINTAIN CDIS DATA MENU

a. GENERAL - To access the particular record to be add, changed or deleted from the CDIS Data.

b. SCREEN FORMAT - Figure 5-38 is a sample screen format for UNCD10.

```
*****
UNCD10                                MAINTAIN CDIS DATA MENU

      COMPUTER BASED USER DOC  (CBUD)....0
      BUYING ACTIVITY/DEPT CODE.....1
      BUYING ACTIVITY.....2
      PURCHASE OFFICE IDENTITY CODE.....3
      READING GROUP SPECIALIST CODE.....4
      REVERSE ABSTRACT TABLE.....5
      ITEM/PROJECT MANAGER TABLE.....6
```

FUNCTION:

```
*****
                                FIGURE 5-38
```

c. INPUT INSTRUCTIONS

DATA ELEMENT

INPUT INSTRUCTIONS

FUNCTION

Enter function for the record to be updated.

5.3.2.3 UNCD11 - CDIS TABLE UPDATE - BUYING ACTIVITY/DEPT CODE

a. GENERAL - This screen is used to add, change or delete data for the buying activity and department code relationship.

b. SCREEN FORMAT - Figure 5-39 is a sample screen format for UNCD11.

```
*****
UNCD11          CDIS TABLE UPDATE - BUYING ACTIVITY/DEPT CODE
CBUD:

FIC: NFB

REC-IND-CD: 1

BA-CODE:

DEPT-CD:

ACT-CD:
```

```
*****
                        FIGURE 5-39
```

c. DATA INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FIC NFB	System generated NFB.
REC-IND-CD	system generated 1.
BA-CODE	BUYING ACTIVITY CODE. Enter the two position Buying Activity Code as appropriate. Must contain data excluding blanks.
DEPT-CD	DEPARTMENT CODE. Enter the one position Department Code applicable to the Buying Activity Code. Must be A-Z or 0-9 excluding blanks.
ACT-CD	ACTION CODE. Enter the appropriate code indicating the action to be accomplished by this record. A - Add, D - Delete or C - Change. Must be A, D, or C.

5.3.2.4 UNCD12 - CDIS TABLE UPDATE - BUYING ACTIVITY

a. GENERAL - This screen is used to add, change or delete data for the buying activity.

b. SCREEN FORMAT - Figure 5-40 is a sample screen format for UNCD12.

```
*****
UNCD12          CDIS TABLE UPDATE - BUYING ACTIVITY
CBUD:

FIC: NFB

REC-IND-CD: 4

BA-CODE:

ACT-CD:
```

```
*****
                        FIGURE 5-40
```

c. DATA INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FIC	System generated NFB
REC-IND-CD	System generated 4.
BA-CODE	BUYING ACTIVITY CODE. Enter the two position Buying Activity Code as appropriate. Must contain data excluding blanks.
ACT-CD	ACTION CODE. Enter the appropriate code indicating the action to be accomplished by this record. A - Add, D - Delete or C - Change. Must be A, D, or C.

5.3.2.5 UNCD13 - CDIS TABLE UPDATE - PURCHASE OFFICE ID CODE

a. GENERAL - This screen is used to add, change or delete data for the Purchase Office and Buying Activity relationship.

b. SCREEN FORMAT - Figure 5-41 is a sample screen format for UNCD13.

```
*****
UNCD13                CDIS TABLE UPDATE - PURCHASE OFFICE ID CODE
CBUD:

FIC: NFB

REC-IND-CD: 9

PUR-OFF-CD:

BA-CODE:

ACT-CD:
```

FIGURE 5-41

c. DATA INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FIC	System generated NFB
REC-IND-CD	System generated 9.
PUR-OFF-CD	PURCHASING OFFICE IDENTITY CODE. Enter the six position Purchasing Office Identity Code as appropriate. Each position must be A-Z or 0-9, excluding alpha I, O, and blanks.
BA-CODE	BUYING ACTIVITY CODE. Enter the two position Buying Activity Code as appropriate. Must contain data excluding blanks.
ACT-CD	ACTION CODE. Enter the appropriate code indicating the action to be accomplished by this record. A - Add, D - Delete, or C - Change. Must be A, D, or C.

5.3.2.6 UNCD14 - CDIS TABLE UPDATE - READING GROUP SPECIALIST

a. GENERAL - This screen is used to add, change or delete data for the user id and organization code relationship.

b. SCREEN FORMAT - Figure 5-42 is a sample screen format for UNCD14.

```
*****
UNCD14          CDIS TABLE UPDATE - READING GROUP SPECIALIST
CBUD:

FIC: NFB

REC-IND-CD: T

RGS:

CAO:

ACT-CD:
```

FIGURE 5-42

c. DATA INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FIC	System generated NFB
REC-IND-CD	System generated T.
RGS	READING GROUP SPECIALIST CODE. Enter the two position RGS Code as appropriate. Must be blank or alphanumeric (A-Z or 0-9).
CAO	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE. Enter the one position CAO ORG Code where the Reading Group Specialist is located. Must be numeric (0-9) or alpha (A-Z).
ACT-CD	ACTION CODE. Enter the appropriate code indicating the action to be accomplished by this record. A - Add, D - Delete or C - Change. Must be A, D, or C.

5.3.2.7 UNCD15- CDIS TABLE UPDATE - REVERSE ABSTRACT

a. GENERAL - This screen is used to add, change or delete data for Buying Activity and Reverse Abstract ADP Point relationship.

b. SCREEN FORMAT - Figure 5-43 is a sample screen format for UNCD15.

```
*****
UNCD15                CDIS TABLE UPDATE - REVERSE ABSTRACT
CBUD:

FIC: NFB

REC-IND-CD: A

BA-CODE:

RA-RECIP-ADP-PT:

ACT-CD:
```

```
*****
                        FIGURE 5-43
*****
```

c. DATA INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FIC	System generated NFB
REC-IND-CD	System generated A.
BA-CODE	BUYING ACTIVITY CODE. Enter the two position Buying Activity Code as appropriate. Must contain data excluding blanks.
RA-RECIP-ADP-POINT	REVERSE ABSTRACT RECIPIENT ADP POINT. Enter the six position Automated Data Processing Point applicable to the BA Code. Part 15, appendix 46 of this manual contains a list of the activities participating in the Reverse Abstract process. Each position must be alphanumeric (A-Z or 0-9) excluding blanks.
ACT-CD	ACTION CODE. Enter the appropriate code indicating the action to be accomplished by this record. A - Add, D - Delete or C - Change. Must be A, D, or C.

5.3.2.8 UNCD16- CDIS TABLE UPDATE - REVERSE ABSTRACT

a. GENERAL - This screen is used to add, change or delete data for Item Manager DoDAAC and SPN Receipt ADP Point relationship.

b. SCREEN FORMAT - Figure 5-44 is a sample screen format for UNCD16.

```
*****
UNCD16                CDIS TABLE UPDATE - ITEM PROJECT MANAGER
CBUD:

FIC: NFB

REC-IND-CD: B

ITEM-PROJ-MNGR:

ACT-CD:

SPN-RECIP-ADP-PT:
```

```
*****
                        FIGURE 5-44
```

c. DATA INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FIC	System generated NFB
REC-IND-CD	System generated B.
ITEM-PROJ-MNGR	ITEM/PROJECT MANAGER. Enter the six position Item/Project Manager Code as applicable. Each position must be alphanumeric (A-Z or 0-9) excluding blanks.
ACT-CD	ACTION CODE. Enter the appropriate code indicating the action to be accomplished by this record. A - Add, D - Delete or C - Change. Must be A, D, or C.
SPN-RECIP ADP-PT	SPN RECIPIENT ADP POINT. Enter the six position Automated Data Processing Point applicable to the Item/Project Manager. Part 15, appendix 47 of this manual contains a list of the activities participating in the SPN process. Each position must be alphanumeric (A-Z or 0-9) excluding blanks.

5.3.3 OUTPUT PRODUCTS

a. The Control Data Input Tables process generates two reports for use by functional personnel in monitoring the data contained in the tables. These reports are:

(1) Abstract Tables Update Report UNJM010A

(2) Full Abstract Tables Report UNJM010B

b. The following paragraphs discuss each of the reports generated from the Contract Abstract processing. Each report paragraph has three separate sections:

(1) Report Data Summary - Provides an overall description of the use, frequency, and additional report details.

(2) Copy of Sample Report.

(3) Report Element Descriptions - Each report data element is fully described in the order that each element appears on the report.

5.3.3.1 UNJM010A - ABSTRACT TABLES UPDATE REPORT

DATA SUMMARY

PURPOSE: To provide a report of all rejected and accepted additions, deletions, and changes which updated the abstract tables.

SOURCE OF DATA: NFB Transactions

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: Primary Sort Key - Record Indicator Code. Secondary Sort Key - Based upon the Record Indicator Code as follows:

<u>RECORD INDICATOR CODE</u>	<u>SECONDARY SORT KEY</u>
1	Buying Activity Code
4	Buying Activity Code
9	Purchasing Office Identity Code
T	Reading Group Specialist Code
A	Buying Activity Code
B	Item or Project Manager

PAGE BREAK: When Page is Full or Change in Record Indicator Code.

5.3.3.2 UNJM010B - FULL ABSTRACT TABLES REPORT

DATA SUMMARY

PURPOSE: To provide a report of the full Contract Data Input Tables.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: Primary Sort Key - Record Indicator Code. Secondary Sort Key - Based upon the Record Indicator Code as follows:

<u>RECORD INDICATOR CODE</u>	<u>SECONDARY SORT KEY</u>
1	Buying Activity Code
4	Buying Activity Code
9	Purchasing Office Identity Code
T	Reading Group Specialist Code
Z	T Count
A	Buying Activity Code
B	Item or Project Manager

PAGE BREAK: When Page is Full or Change in the Record Indicator Code.

NOTE: This report can only be obtained through a request to the systems office to produce it.

5.3.4 RECOVERY AND ERROR CORRECTION PROCEDURES

a. GENERAL - This chapter contains a list of the error messages and corresponding validation criteria for the mainframe validation of the Contract Data Input Tables Update Transaction. The messages are provided by data element. If a particular data field is not validated it will be so stated.

b. ERROR CORRECTION - Failure to pass the validation criteria results in the transaction being rejected. There is no recovery process thereby requiring the rejected transaction to be reinput.

5.3.4.1 CONTRACT DATA INPUT TABLES UPDATE RECORD ERRORS

ERROR MESSAGE

VALIDATION CRITERIA

FORMAT IDENTIFIER CODE
(No validation)

RECORD INDICATOR CODE
INVALID RECORD TYPE

The Record Indicator Code must be 1, 4, 9, A, B or T.

ACTION CODE
INVALID ACTION CODE

The Action Code field must be A, C or D.

ADD MATCHED TO MASTER

If the Action Code is A this record must not match an existing record on the data base.

CHANGE UNMATCHED TO MASTER

If the Action Code is C this record must match an existing record on the data base.

DELETE UNMATCHED TO MASTER

If the Action Code is D this record must match an existing record on the data base.

RECORD 1 FORMAT

BUYING ACTIVITY CODE
INVALID BA

The Buying Activity Code field must contain two positions of alphanumeric data excluding blanks and special characters.

DEPARTMENT CODE
INVALID DEPT CD

The Department Code field must be alphanumeric excluding blanks and special characters.

RECORD 4 FORMAT

BUYING ACTIVITY CODE
INVALID BA

The Buying Activity Code field must contain two positions of alphanumeric data excluding blanks and special characters.

RECORD 9 FORMAT

PURCHASING OFFICE IDENTITY
CODE INVALID PROCURING
STATION NR

The Purchasing Office Identity Code must contain six positions of alphanumeric data excluding blanks and special characters.

BUYING ACTIVITY CODE
INVALID BA

The Buying Activity Code field must contain two positions of alphanumeric data excluding

ing blanks and special characters.

ERROR MESSAGE

VALIDATION CRITERIA

RECORD T FORMAT

READING GROUP SPECIALIST
INVALID RGS

The RGS Code must be two blanks or alpha-
numerics, excluding special characters.

CONTRACT ADMINISTRATION
OFFICE INVALID CAO

The CAO must be 1-9 or A-Y.

GENERAL RECORD TYPE T,
MAX 208

The sum of all record T formats on the
data base plus those being input cannot
exceed 208 records.

RECORD A FORMAT

BUYING ACTIVITY CODE
INVALID BA

The Buying Activity Code field must con-
tain two positions of alphanumeric data
excluding blanks and special characters.

REVERSE ABSTRACT RECIPIENT
ADP POINT INVALID ADP

The Reverse Abstract Recipient ADP Point
field must contain six positions of alpha-
numeric data excluding blanks and special
characters.

RECORD B FORMAT

ITEM/PROJECT MANAGER
INVALID MANAGER

The Item/Project Manager field must con-
tain six positions of alphanumeric data
excluding blanks and special characters.

SPN RECIPIENT ADP POINT

The SPN Recipient ADP Point must contain
six positions of alphanumeric data exclud-
ing blanks and special characters.

Filename: 1415Part5SysSupport.doc
Directory: C:\Documents and Settings\awolak.000\Desktop
Template: C:\Program Files\Microsoft Office\Office\Normal.dot
Title: DLAM 7000.5 Part 5
Subject:
Author: Rick Tower
Keywords:
Comments: Created: 06/14/89
Creation Date: 07/14/03 6:29 AM
Change Number: 2
Last Saved On: 07/14/03 6:29 AM
Last Saved By: awolak
Total Editing Time: 3 Minutes
Last Printed On: 07/14/03 7:07 AM
As of Last Complete Printing
Number of Pages: 125
Number of Words: 135,945 (approx.)
Number of Characters: 774,892 (approx.)